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

Paper copies are available for view in the Main Office
August, 2019

Dear Members of the Reading Memorial High School Community,

Welcome to the 2019-2020 school year! This handbook is the culmination of much effort. It includes helpful information, policies, and procedures about our high school. It also includes our behavioral expectations for students, which is designed to keep all members of our high school community safe and secure. As part of our Core Values and Beliefs, we expect all RMHS students to act with respect towards all members of the school community, take responsibility for their actions, persevere through challenges and exhibit scholarship in their studies. RMHS is a great place. Here, we value our students and see them as individuals. However, we must all be responsible and contribute to a culture of respect, safety, and tolerance. Know that upon entering and exiting this building you represent Reading Memorial High School, a school rich in tradition yet unafraid to embrace change.

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

With Respect,

Kathleen M. Boynton
Principal
**Handbook Disclaimer**

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

The Reading Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Reading Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, age, disability, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.
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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 encompasses the complex interdependence of the world and the community.
❖ achieves educational excellence in an environment which promotes the free and open exchange of ideas; encourages mutual respect, creative expression and problem-solving skills; fosters human dignity; and recognizes and respects racial, ethnic, cultural and sexual differences.
❖ promotes individuality; nurtures self-esteem, health and well-being; and encourages participation in a democratic society.

We believe that the education of our young people is the shared responsibility of the school, student, family and community.
II. 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.
### III. Academic Information

#### A. 2019-2020 School Year Calendar

**READING PUBLIC SCHOOLS 2019-2020 SCHOOL CALENDAR**

<table>
<thead>
<tr>
<th>AUG./SEPT. '19</th>
<th>FEBRUARY '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
</tbody>
</table>

**OCTOBER '19**

| M | T | W | T | F | S | E |
| 1 | 2 | 3 | 4 | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**NOVEMBER '19**

| M | T | W | T | F | S | E |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | |

**DECEMBER '19**

| M | T | W | T | F | S | E |
| 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 |

**JANUARY '20**

| M | T | W | T | F | S | E |
| 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 |

<table>
<thead>
<tr>
<th>FEBRUARY '20</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Chinese New Year</td>
<td>17</td>
<td>Presidents’ Day</td>
<td>26</td>
<td>Grade 6 – 12 Early Release</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-21</td>
<td>February Vacation</td>
<td>(No School)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Teacher In-Service – No School for Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Grade 6 – 12 Early Release</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MARCH '20**

| M | T | W | T | F | S | E |
| 11 | Grade 6 – 8 Early Release |
| 20 | Teacher In-Service – No School for Students |
| 25 | Grade 6 – 12 Early Release |

**APRIL '20**

| M | T | W | T | F | S | E |
| 3 | Palm Sunday |
| 8 | Grade 6 – 8 Early Release |
| 15 | Passover Begins on Sundown on (Mo 97) |
| 22 | Good Friday |
| 29 | Easter/Orthodox Palm Sunday |
| 5 | Arbor Day |
| 12 | Spring Break (No School) |
| 19 | Memorial Day |

**MAY '20**

| M | T | W | T | F | S | E |
| 6 | Grade 6 – 12 Early Release |
| 13 | Elementary Open Houses |
| 20 | Grade 6-8 Early Release |
| 24 | Eid al-Fitr |
| 26 | Memorial Day (No School) |

**JUNE '20**

| M | T | W | T | F | S | E |
| 3 | Grade 6 – 12 Early Release |
| 7 | SMHS Graduation |
| 22 | Last day of School for students and teachers if all five snow days used |
| 23 | Half day for all students, 11:00 a.m. dismissal |

* Unless otherwise noted, Elementary Schools are dismissed every Wednesday that school is in session at 12:45 p.m. *Five snow days included in this calendar. (T-190/S-185) *H = Holiday V = Vacation *Approved 11.01.18 *Revised 6.06.19
B. RMHS Bell Schedules

Regular Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>DAY 1 (drop A)</th>
<th>DAY 2 (drop B)</th>
<th>DAY 3 (drop C)</th>
<th>DAY 4 (drop D)</th>
<th>DAY 5 (drop E)</th>
<th>DAY 6 (drop F)</th>
<th>DAY 7 (drop G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-9:28</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Period 1</td>
<td>56 min</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:32-10:28</td>
<td>C</td>
<td>C</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>Period 2</td>
<td>56 min</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>10:32-11:28</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>Period 3</td>
<td>56 min</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:32-1:02</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>11:32-12:02</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>12:06-1:02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch 2</td>
<td>12:02-12:32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>12:36-1:02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch 3</td>
<td>11:32-12:28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:32-1:02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:06-2:02</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>Period 5</td>
<td>56 min</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:06-3:02</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>F</td>
</tr>
<tr>
<td>Period 6</td>
<td>56 min</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

First Lunch

Second Lunch

Third Lunch
# Wednesday Flex Block Day

*Every Wednesday (except for early release days)*

## 7 Period Day

For academic support/enrichment and Guidance/Administrative meetings with students

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:30-9:18</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:22-10:08</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:12-10:58</td>
</tr>
<tr>
<td></td>
<td>FLEX BLOCK</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:02-11:48</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:52-1:22</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:52-12:22</td>
</tr>
<tr>
<td>Class</td>
<td>11:52-12:22</td>
</tr>
<tr>
<td>Class</td>
<td>12:26-1:22</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:22-12:52</td>
</tr>
<tr>
<td>Class</td>
<td>12:56-1:22</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:52-1:22</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:26-2:12</td>
</tr>
<tr>
<td>Period 7</td>
<td>2:16-3:02</td>
</tr>
</tbody>
</table>

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# One Hour Early Release (Wednesday’s)

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:30-9:15</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:19-10:03</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:07-10:51</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:55-11:39</td>
</tr>
<tr>
<td></td>
<td>11:43-1:13</td>
</tr>
<tr>
<td>Period 5</td>
<td>Lunch</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:43-12:13</td>
</tr>
<tr>
<td>Class</td>
<td>11:43-12:13</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:17-1:13</td>
</tr>
<tr>
<td>Class</td>
<td>12:47-1:13</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:17-2:02</td>
</tr>
</tbody>
</table>
C. Graduation and Promotion Requirements

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>8 Semesters</td>
</tr>
<tr>
<td>Math</td>
<td>6 Semesters</td>
</tr>
<tr>
<td>Science</td>
<td>6 semesters</td>
</tr>
<tr>
<td>Social Studies</td>
<td>6 Semesters</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>4 Semesters</td>
</tr>
<tr>
<td>Business/Technology</td>
<td>2 Semesters</td>
</tr>
<tr>
<td>Physical Education</td>
<td>4 Semesters</td>
</tr>
<tr>
<td>Health Issues</td>
<td>1 Semester (9th grade)</td>
</tr>
<tr>
<td>Decisions</td>
<td>1 Semester (11th grade)</td>
</tr>
<tr>
<td>Fine and Performing Arts</td>
<td>2 Semesters</td>
</tr>
</tbody>
</table>

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

Credit is awarded on a semester basis. A semester is comprised of two terms. For example, a year of English credit is awarded for successful completion of each of two semesters of study. Semester 1 includes Term 1 and 2 and the mid-year assessment. Semester 2 includes Terms 3 and 4 and the end of year assessment. Both semester grades are recorded on the transcript.

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

<table>
<thead>
<tr>
<th>CREDIT REQUIREMENTS FOR PROMOTION AND GRADUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Grade 9</td>
</tr>
<tr>
<td>End of Grade 10</td>
</tr>
<tr>
<td>End of Grade 11</td>
</tr>
</tbody>
</table>
D. Course Selection Process

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

E. Course Changes

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

**Student or parent-initiated request**

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

**Teacher, counselor or administrator-initiated request**

- Change request should be directed to the appropriate guidance counselor.
• The teacher or administrator will discuss the change request with the student and parent.
• The department chair will approve the change request.
• Counselor will make schedule change and inform the new teacher receiving the student of the reason for the change
• Parent will be made aware when a schedule is changed.

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

F. Grading System and Associated Honors

The permanent transcript includes all grades (quarterly, exam, and semester). Transcripts sent as part of the student’s college application process report only the final semester grades for grades 9-11. Transcripts sent during senior year also include Quarter 1 and/or Quarter 3 senior year grades and are sent as needed.

Report Card Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>50-59 (eligible for summer school)</td>
</tr>
<tr>
<td>F-</td>
<td>0-49 (not eligible for summer school)</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete *</td>
</tr>
<tr>
<td>X</td>
<td>Medical Excuse</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn and failure - no credit given</td>
</tr>
</tbody>
</table>

- **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.

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 of honor roll.
- There must be a minimum of 5 graded courses.
- There can be no “Incompletes.”

<table>
<thead>
<tr>
<th>HIGH HONOR ROLL</th>
<th>HONOR ROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>All grades of A- and above</td>
<td>All grades of B- and above</td>
</tr>
</tbody>
</table>

H. Weighted Grade Point Average and Class Rank

The secondary school record reports a Weighted Grade Point Average (GPA) and a Rank in Class to report academic performance to post-secondary institutions. Weighted class rank is a statistic widely used for making decisions relative to college admission. To establish class rank, numerical values are assigned to semester grades earned according to the following schedule. Using these values, a student rank average is computed. This rank will be reported in deciles, to communicate a range of student performance that reflects a students’ academic record with respect to his/her peers. Class rank will be calculated at midpoint and end of Grades 11 and 12. Weighted GPA and Rank in Class based on weighted GPA are reported on transcripts.
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 or Rank in Class. 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 or Rank in Class.
- Exceptions may be made for a student who has exhausted a sequential program of courses offered at RMHS.
- GPA and Rank in Class are cumulative and use semester grades for their calculation.
- Courses taken on a Pass/Fail basis will be awarded credits but are not included in the calculation of cumulative Grade Point Average or Rank in Class.
- Most elective courses (such as those in business, art, music, and technology) are not leveled. They will therefore be assigned no weight and will not be included in the calculation of the Grade Point Average and Rank in Class.
- There are multiple levels of weighting given to classes in the English, Social Studies, Mathematics, Foreign Language and Science Departments as well as in Accounting 1, Honors Accounting, and AP Art. Courses are weighted according to their level of rigor. For example, an Advanced Placement course carries a higher value than a Strong College Preparatory course. Course levels and corresponding weighting are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Advanced Placement</th>
<th>Honors</th>
<th>Strong College Preparatory</th>
<th>College Preparatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.3</td>
<td>4.8</td>
<td>4.3</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>5.0</td>
<td>4.5</td>
<td>4.0</td>
<td>3.7</td>
</tr>
<tr>
<td>A-</td>
<td>4.7</td>
<td>4.2</td>
<td>3.7</td>
<td>3.4</td>
</tr>
<tr>
<td>B+</td>
<td>4.3</td>
<td>3.8</td>
<td>3.3</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
<td>2.7</td>
</tr>
<tr>
<td>B-</td>
<td>3.7</td>
<td>3.2</td>
<td>2.7</td>
<td>2.4</td>
</tr>
<tr>
<td>C+</td>
<td>3.3</td>
<td>2.8</td>
<td>2.3</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
<td>1.7</td>
</tr>
<tr>
<td>C-</td>
<td>2.7</td>
<td>2.2</td>
<td>1.7</td>
<td>1.4</td>
</tr>
<tr>
<td>D+</td>
<td>2.3</td>
<td>1.8</td>
<td>1.3</td>
<td>1.0</td>
</tr>
</tbody>
</table>
I. Academic Honors Speakers for Graduation

The Valedictorian and Salutatorian are named at the end of third quarter senior year based on their Rank in Class (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.

J. Grade Reporting/Report Cards

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

K. Mid-Year and Final Exams

- Exams are scheduled for 4 days at the end of each semester (in January and in June). Two exams are scheduled per day.
- Semester-length courses generally have a 2 hour exam which counts for 20% of the student’s semester grade. In courses where an exam may be inappropriate, an alternative evaluative activity is scheduled. In courses that meet every other day, appropriate assessments are scheduled.
- Students are not required to be in school except when they have a scheduled exam.
- The usual school support services are available to students during exam days.
Senior Exam Exemption Guidelines
Seniors who earn a second semester average of at least a B (83-86), have no effort marks lower than 2, and have been absent less than 6 days will be exempt from taking the final assessment.

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

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 Foreign Language. However, low grades in subjects not included in the GPA will be considered a character issue to be considered by the Faculty Council.
- The student must have devoted a minimum of 40 hours during the past year to community service. Service must be documented and verified by a supervising adult.
- The student must have fulfilled a minimum of 2 significant leadership roles in school or community activities since starting high school. Leadership must be documented and verified by a supervising adult.
- The student must be considered of outstanding character. A letter of reference attesting to the student’s character is required. (Outstanding character is demonstrated by: honesty, integrity, responsibility, respectfulness, fairness, citizenship, and behavior consistent with school rules and public law.)
- 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
- Fulfill at least one significant leadership role each year
- Participate in RMHS chapter activities
- Continue to demonstrate good character.

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**

1. 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.
2. 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.
3. In September, seniors who are academically eligible are notified of the opportunity to submit a portfolio in time for a fall induction ceremony.

**Contact Information:**
Information about the selection process and downloadable forms are available online. Contact the NHS faculty advisors, Ms. Heather Lombardo at: heather.lombardo@reading.k12.ma.us or Ms. Jessica Scalzi at jessica.scalzi@reading.k12.ma.us for more information.

**M. Century Club**

The Century Club is an annual recognition of academically outstanding students in the high school. All courses are included in the selection of Century Club members. There is no application process. To be eligible a student must have completed a minimum of 10 credits (freshmen 11 credits) during each of the first three-quarters of the current school year. Students with I (Incomplete) grades or with more than two effort marks of 3 or 4 during the current year will not be eligible. The eligible students with the highest unweighted grade-point average are automatically selected: 40 seniors, 30 juniors, 20 sophomores, and 10 freshmen. Students selected are inducted into the Century Club as a part of the high school's annual Awards celebration at the end of the year.
N. Summer School

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

- Usually one semester's worth of credit will be granted for subjects repeated successfully in summer school. 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 GPA (grade point average) or rank in class.
- 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, for vandalism damage, or for another reason will be expected to pay as promptly as possible. The parents of students owing bills will be notified in writing via e-mail. All outstanding financial obligations must be resolved before the next season in order for students to participate in extra-curricular activities and athletics. Students will be able to participate in the graduation ceremony only after any outstanding financial obligations have been resolved. 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 RMHS web page. Applications for the FFRM are found online under Food Services.

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.

Library Books and Materials
Students who fail to return library materials can use materials in the library, but will not be permitted to sign-out overnight books or materials until they have settled their debts.

Other Material or Equipment
Students who lose equipment that has been issued or loaned to them, such as gym locks, will not be issued replacements until they have settled their debts.
**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.

**P. Student Records**
The Reading Public Schools complies with applicable federal and state laws and regulations pertaining to Student Records. Those laws and regulations are designed to ensure a parent’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 extra-curricular 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, 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 or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

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

**Amendment of Record:** The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, with limited exception under state and federal law, the parent and student have the right to request that information of
the record be amended or deleted. The parent 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 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, 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 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 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 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 or eligible student shall not be necessary.

**Complaints:** A parent 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.

**IV. Student Supports**

A. **Academic Support**

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

- Flex Block—Every Wednesday except early release days and if a student is not scheduled for a grade-level or guidance meeting; Students should always report to homeroom at the beginning of the flex block
- General Peer Tutoring - contact Guidance for more information
- National Honor Society Tutoring – contact the NHS Coordinator or Guidance Counselor
- Spanish Language Tutoring – contact Spanish teacher Foreign Language Department Head
B. District Wide Curriculum Accommodation Plan

In accordance with M.G.L. c.71, §38Q1/2 and 603 CMR 28.03(3), the Reading Public Schools has developed and adopted a district-wide curriculum accommodation plan to meet the needs of diverse learners in the general education environment. Responsibility for implementation of this curriculum accommodation plan in each school building is the responsibility of the building principal. For more information regarding the specific services that may be available, please contact the guidance department or the building administration.

C. Education Proficiency Plans

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

D. Services and Accommodations for Students with Disabilities

Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L.c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a 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). Within forty-five (45) school days of receipt of the parent(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.
The Section 504 regulations require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met. Compliance with the IDEA is one means of complying with Section 504. Additionally, 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. 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.

The Reading Public Schools’ administrators, in their discretion, may deny or limit a student’s access to co-curricular activities as a disciplinary sanction. For more information regarding the services available to students with disabilities please contact the school guidance counselor or the Reading Public Schools’ Director of Special Education at (781) 942-9129.

E. Behavioral Health

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

F. RMHS Guidance Department

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

Each student is assigned a guidance counselor for 4 years alphabetically. Please see the guidance page on our RMHS website to see a detailed distribution
The Developmental Guidance Program
Counselors meet with students in each grade level to present a sequentially designed program of guidance workshops beginning in the fall of the freshman year. These sessions are conducted often during our flex blocks every other week 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 the guidance personnel in assisting individual students with program planning and program changes.

Each year the Guidance 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.

- **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.

- **Medication in School**
  - The administration of medication in schools are subject to the provisions of 105 C.M.R. § 210.006.
  - 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 permission forms updated each year.
- Any prescription medication to be dispensed from the Health Office must be in a container with a pharmacy label which includes the student’s name, drug’s name, dosage, and time and duration of administration.
- If a student is attending a school-sponsored event and requires medication, the nurse must be notified and the same process should be followed. The nurse will then provide an approved list of names to administration.
- Any over-the-counter (OTC) medication, with the exception of Tylenol and Ibuprofen, requires the labeled medication provided to the Health Office.
- Doctors’ orders and parental/guardian permission forms are required for all medication, with the exception of Tylenol and Ibuprofen.

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

- **Illness**
  - Any student who becomes ill during school should report directly to the Health Office. The student should bring a pass from the classroom teacher.
  - If a child is demonstrating symptoms of illness that require dismissal from school, the parent or responsible party shall be notified. Parental permission is necessary for dismissal, unless the student has reached Age of Majority and filled out 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.
  - Parents will be notified if a student needs a booster (DPT, polio and MMR) according to school health records.
  - Parents/Guardians will be notified if a student needs any immunizations. Lack of compliance with this law could mean risk of exclusion from school.

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

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

H. Library Media Center

Library hours are typically 8:00 am – 3:30 pm, Monday – Friday. To attend the library during study, students are required to obtain a library-issued pass and may do so prior to school at between 8-8:30 am or after school the day before until 3:30 pm as availability may be limited. Students must first check in with their assigned study hall teacher for attendance purposes prior to reporting to the library. Students are expected to be in either their study or the library. If students go to a directed study, they may not leave half way through the period to go to the library, except for an academic emergency and only with a pass from their study teacher. Students may not use cell phone devices to game in the library at any time. Failure to comply with these policies may result in loss of access to library.

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

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

The library prides itself on its student-friendly policies. If students have suggestions or would like to request materials, please email Ms. Burke at Sharon.Burke@reading.k12.ma.us

I. Communication

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

➢ Urgent and time sensitive issues can be facilitated by contacting the student’s guidance counselor or Assistant Principal.
➢ Responses from teachers to parents can usually be expected within 2 school days. Although teachers will make every attempt to check their email and phone messages daily, due to the nature of the profession, this may not be possible. Teachers are only able to check messages when they are not instructing students.
➢ Reading Public School email is public record.

J. Parent Involvement

There are a variety of ways parents 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 to learn about and support our school. The School Council is an advisory body to the Principal with parent, teacher, community, and student representatives.

K. Directed Study

● Students who are not scheduled for a class will be assigned to a Directed Study. The purpose of the Directed Study is to provide students with a quiet environment where meaningful work can be completed.
● Students needing assistance in areas other than the assigned Directed Study must:
  ○ Obtain a pass from the receiving teacher prior to attending the study.
  ○ Present the pass to the assigned study teacher who will sign and affix the time; student will also sign the class travel log before leaving.
  ○ Present the pass and sign in upon arrival. Teachers should not admit students to Directed Studies without this documented permission to attend.

● Any student who has been sent to the office for cutting a Directed Study, for using a falsified note to leave a Directed Study, or for being disruptive in a Directed Study will be denied the privilege of leaving the Directed Study for any reason and subject to disciplinary consequences.
V. Safety and Security

A. Visitors

All visitors to Reading Memorial High School between the hours of 7:00am and 3:00pm 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 Brian Lewis has an office on Main Street. Officer Lewis is available to students to discuss concerns at any time and is a valuable resource in keeping our school safe and respectful for all. Officer Lewis can be reached at blevis@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 alarm sounds during passing time, exit building using 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 then 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 zig zag motion and follow law enforcement commands.
  - Lockdown in 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**
- 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.
VI. Student Life

A. Cafeteria and School Lunches

There are three thirty-minute lunch blocks daily. All or part of your lunch may be purchased in the cafeteria. Hot lunches are served every day with two different menus usually available. A la carte items are also available... Lunches are 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.

B. Lockers

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

C. Parking Regulations

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

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

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

### E. Working Papers

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

### F. Guests

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

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

H. Truancy from Directed Study

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2 administrative detentions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>4 administrative detentions</td>
</tr>
<tr>
<td>Additional Offenses</td>
<td>Possible in-house suspensions</td>
</tr>
</tbody>
</table>

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

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 A for a copy of the Dance Contract Form.
Rules and Consequences

- Students must attend school the day of the dance or they will not be admitted.
- If the event is on a weekend day, students must be in school on Friday or last school day of the week to be eligible to attend.
- Students are expected to wear the appropriate attire for the occasion.
  - Consequence: Students will be denied admission.
- Consumption of alcohol or any controlled substance will not be allowed before or during the dance.
  - Consequence: Parents and police will be notified. A five to ten-day suspension will result after a due process hearing.
  - Consequence: Suspension from sports and extra-curricular activities. MIAA rules will apply. (Refer to updated MIAA rules, Rule 62, in your Student Handbook.)
  - Consequence: Failure to abide by this rule will result in exclusion from a minimum of three dances, and the student must have administrative approval before attending a dance. This will carry over to the following school year if applicable.
- Inappropriate language, gestures, and/or behaviors are unacceptable.
  - Consequence: A student will be removed from the dance and suspension may result.
- Once a student leaves the dance, s/he may not return.
  - Consequence: There will be no re-admittance for any reason.
- Students must remain within the physical boundaries of the dance area.
  - Consequence: If student is found beyond the specific dance area, s/he will be removed from the dance. Parents will be notified, and the student will be sent home.
- Students must adhere to any specific rules for a particular dance.
  - Consequence: Failure to comply with rules will result in student's removal from dance.
- Entrance to dance will be closed one half hour after the stated beginning time. (If a student is to be late for a valid reason, prior authorization for entry must be obtained from the assistant principal.)
- Certain RMHS Dances may be open to guests. For these events, the Permission to Attend Form must be submitted and approved before a ticket may be purchased. Go to Appendix B for a copy of the Permission to Attend Form.
  - Consequences: Any non-RMHS students and their host will be asked to leave the dance.

L. Dress Code

Reading Memorial High School students should take pride in their personal appearance so that it reflects the qualities of appropriate dress and good grooming. When in school or representing the school, (e.g., athletics, band, drama, competitions, and field trips), the following are guidelines for student dress:
- Student dress should insure the health of the individual student.
- Student dress should insure the safety of the individual student and the school property therein.
- Student dress should not create disruption which would directly interfere with the educational process.
- The creation of a safe environment in our school requires the identification of students by teachers, administrators, and other personnel in our building. The wearing of hoods or other material that covers the face interferes with the identification of students. Therefore, barring religious and/or medical circumstances, students are not allowed to wear hoods 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:

- Shirts/tops that do not sufficiently cover the torso.
- Excessively short pants or dresses.
- Articles of clothing that depict cigarettes, alcohol, drugs, drug paraphernalia or language/gestures that are lewd, obscene or derogatory toward others.

M. Food Regulations

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

N. Identification

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

O. Leaving School Grounds

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

The following areas are out of bounds for students:

- Any area outside the building, including parking lots, walkways, and roads, without permission.
- In the vicinity of any cars in the parking lots during the school day or during any fire drill or emergency evacuations.
  If a student needs to go to his/her car to get a book or lunch money, s/he must have permission from an administrator. Students who are found to be "out of bounds" will incur suspension. If a student is found to be sitting in a car for any length of time, s/he may be subject to suspension.

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

The administration and faculty of RMHS believe that the learning experiences that take place through the classroom environment constitute the heart of the educational process. Time lost from class is time lost from learning, time that is irretrievable, particularly in terms of the opportunity for teacher instruction and the exchange of ideas. Research has shown a direct correlation between attendance and grades, indicating high attendance contributes to high achievement. Excessive absences (including tardiness and dismissals that result in class absences) often results in incomplete and unsatisfactory work, ultimately affecting course grades. Consequently, the RMHS policy is meant to foster good attendance so that each student may have the opportunity to receive the necessary knowledge, experience, and skills for future success.

A. Laws Governing School Attendance

Chapters 76 and 77 of the General Laws Relating to Education in the Commonwealth of Massachusetts specifically state the responsibility of parents, pupils, and the school regarding attendance.

- School attendance prior to age 16 is compulsory.
- No student 16 through 18 years old will be permitted to withdraw without approval from his/her parent or guardian.
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 in their assistant principal’s office, which will then be mailed home to inform their parents. They must receive the written permission of their parents and approval from their assistant principal. Students who abuse this privilege may have it revoked following a parent conference with the assistant principal. Students who receive this permission are responsible for the notes written. Students who have reached age of majority still will not be dismissed without an appropriate reason and are subject to all the same rules and procedures.

Pursuant to M.G.L. c. 76, § 18, any student (16 years or older) who is withdrawing from school prior to graduation must obtain a withdrawal form from their house office. No student shall be considered to have permanently left the school district unless an administrator from the school or school district has sent notice within a period of ten (10) days from the student’s fifteenth (15) consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements. M.G.L. c. 76, § 18.

B. Parent/Guardian & School Responsibilities for Attendance

- The Reading Public Schools, pursuant to M.G.L. c. 76, § 1B, has a policy of notifying 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 from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

- 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 can assist parents 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 eighteen for educational neglect if a child is not attending school on a regular basis. 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.

- Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. If a child fails to attend school for seven (7) day sessions or fourteen (14) half day sessions within any six (6) month period, the school district may address the situation. If a child reaches seven (7) excused absences (as allowed by law) or exceeds three (3) unexcused absences within a six month period, the school will notify the parent/guardian of the student’s attendance record. More than 18 absences per semester will be considered excessive. Upon any further absences, the school may schedule a parent conference to discuss and/or investigate the issue further.

C. Excused Absences

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

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

Please consult with your student’s assistant principal with questions about legitimate absence from school.

D. Reporting a Student Absence

- Absences are considered unexcused unless it meets the excused criteria above. Whenever a child is going to be absent or late to school, parents/guardians are required to call their child’s assistant principal’s office (Mr. Murray - 9 & 11; Ms. Theriaul - 10 & 12) to report the absence or tardiness. This is an important way to assure school personnel that parents are aware of their child’s absence or tardiness. If we do not hear from a parent, an automatic phone call will be sent home via Connect-Ed.
● All If an absence does meet the excused criteria above, a student must bring verification from the doctor’s office, or college, court, or home (if it is a death in the family or a religious holiday) to their assistant principal’s office on the day of his/her return for the absence to be considered excused.

● If verification is not received from home, the office will refer to the list of names supplied by the parent on the Pupil Information Card to call for verification.

● Absentee notes are required within five (5) days of the absence from parent, doctor, college admissions department, dentist, court, etc. These notes will provide an assurance that parents are aware of their child’s absenteeism and present documentation in the event of a loss of credit appeal determination.

E. Attendance Guidelines

● A student is considered absent if he/she reports to school after 12:00 p.m. or is 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, or co-curricular activity which is scheduled for the same day.

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

● All work missed because of absence, except that work missed due to truancy, will be made up typically following the guideline of one makeup day per absent day upon return to class. However, the student should contact each teacher directly involved as different arrangements may be made at the teacher’s discretion.

● Students are strongly encouraged to seek out extra help before or after school, or at some other mutually agreeable time if they need assistance from a teacher.

● Days missed because of suspension will not be counted as absences. The student is responsible for making up all work missed.

F. Loss of Credit Policy

A student who is enrolled in a class is expected to be present each time class is in session. No student should be absent more than the maximum limits.

★ More than 8 unexcused absences per semester will result in a loss of credit

● Any student transferring from another school after the start of the marking period will be held accountable for 90% of the remaining class meetings of the semester.

● 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.

● Unexcused tardiness to class will count as ½ of an absence, however, if more than 1/2 of the class is missed, it is a full absence.
The penalty for exceeding these maximum limits is the **loss of two (2) credits per semester in that class.** Grades earned in the course are not affected by this policy except where poor performance or missed work is the direct result of excessive absences.

Parents will be notified of excessive absenteeism midway through the marking period via the mid-term report. Parents will also be notified at the end of each semester by a letter from the Assistant Principal of a loss of credit when a student exceeds the maximum absence limit. Teachers will also be informed of a student’s loss of credit via receipt of a copy of the Loss of Credit form after the appeal period.

**G. Tardiness Policy**

- Arrival to school and classes should be **ON TIME.** On time in the morning means in class by the 8:30 bell.

- **Only legitimate medical or court-ordered reasons supported by official documentation will be considered excused.** It is incumbent upon the student to obtain and deliver this official documentation for being tardy within 24 hours, or the tardiness will be considered unexcused.

- A student who is tardy on the day of a quiz/test may be expected to make-up this assessment on the same day.

- All tardies are considered **unexcused** unless an administrator indicates otherwise.

- A student not in class by 7:30 a.m. is considered tardy and must sign in with their assistant principal’s secretary. The tardy count is cumulative over the course of the semester.
  - One unexcused tardy equals ½ of an absence
  - 8.5 or more unexcused absences equals loss of 2 credits in that class
  - Frequent tardiness to school may also lead to disciplinary measures including administrative detention, , or loss of privileges, including loss of electronic device privilege. Parents will also be informed of recurring tardiness issues

**H. Due Process Hearing for Attendance Review and Credit Recovery**

The attendance policy described above holds students, parents/guardians, and the school accountable for student attendance. It is not the intent of the attendance policy to be unreasonably punitive towards students with unusual or extenuating circumstances. Therefore, a due process hearing by an Attendance Review Board has been developed to consider situations, which resulted in excessive absences.

The student and parent/guardian must write a letter to the assistant principal requesting that the student’s attendance be reviewed and requesting the restoration of credit. This letter should be submitted within 10 (ten) calendar days from the date of notification of the loss of credit. Documentation from a parent or third party that verifies the reason for a student absence may
be required. No appeal should be filed unless there are extenuating circumstances. These circumstances are normally limited to the following:

1. Chronic illness
2. Incapacity due to illness or injury
3. Extreme personal reason or emotional stress

A review will be conducted by the high school’s Attendance Review Board. This board consists of assistant principals, the school nurse, the student’s guidance counselor, and the department chair for special education.

Credit may also be restored if, for the term following the loss of credit, the student does not violate the attendance policy for any class and/or if the student completes administrator approved credit recovery.

The student or parent/guardian may appeal the board’s action by submitting a written appeal to the principal within seven (7) school days of the date of the letter from the Attendance Review Board. The principal will review all materials submitted to the Attendance Review Board as well as the board’s decision. A decision will be rendered by the principal within five (5) school days of the receipt of the student’s appeal.

Senior Loss of Credit Due to Attendance
Second semester seniors who have lost credit due to attendance may attempt to regain credit by continuing to attend school after seniors have been released until the end of their school year. If credit has not been recovered by the last day of senior exams, the student is not eligible to participate in the graduation ceremony.

I. Dismissal

- If a parent wishes to have a student dismissed early from school for any reason, a note must be brought from home and given to the assistant principal’s secretary prior to morning attendance on the day the dismissal is desired. Written notes will be verified by a phone call to the parent. Parents are strongly urged to make medical and dental appointments at times that do not conflict with the school schedule. Students should not be calling home to be dismissed during the day.
- Parents/guardians must present a photo ID when picking up a student for dismissal.
- All medical dismissals MUST BE processed through the Nurse’s Office.
- The student should report to their assistant principal’s 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. Any further occurrence may be considered “test avoidance” and, upon investigation by a designated administrator and a meeting with student and parent, the designated
administrator may determine that no makeup will be allowed. The school nurse or teacher will notify the administration who will contact the parent(s)/guardian(s).

- Unscheduled dismissals are also permitted under certain circumstances. These dismissals will require the following:
  - A personal appearance from the parent
  - Approval from the administration. (Phone dismissal must be followed by a note the next day.)
- Students who know they will be dismissed early should see their teacher(s) beforehand to receive assignments.

J. Vacation Absence Policy

- 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.
- Teachers have no obligation to provide homework packets ahead of time.
- All work missed must be made up according to guidelines consistent with the Attendance Guidelines.
- There are occasionally compelling reasons for a student to finish his or her school year prior to the official ending. The school must receive a written request for release from the parent or legal guardian at least 10 days in advance.
- All course requirements must be met to the satisfaction of teacher in order to receive credit.
- Families should not make vacation plans nor enroll students in summer programs until the school year is officially over. As the actual finish of the school year is a tentative date, referring to days reserved for makeup of snow and other emergencies should be considered. Please refer to the Reading Public School’s calendar.

K. Truancy Policy

A student will be considered truant when s/he is absent from school without permission of parent or guardian or school administration, or when a student is deliberately late to school.

- Truancy will result in an unexcused absence for each class period missed due to the truancy. These absences will be subject to the RMHS Loss Of Credit Policy.
- Students who are truant are subject to disciplinary consequences up to and including suspension.
- Students will be considered absent for each class period missed due to truancy. These absences apply to the Loss of Credit policy.
● Students who are proven truant and are members of extra-curricular activities may be ineligible to participate in the activity for the duration of the truancy as well as during the resultant disciplinary consequences.
● Students truant two or more non-consecutive times may be ineligible to receive any class, athletic, or faculty honors for that year.

Progressive Consequences
The following procedure will occur when a student is truant from class:

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second &amp; Subsequent Offenses</th>
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<tbody>
<tr>
<td>● The assistant principal will have a conference with the student to determine the reason for the truancy.</td>
<td>● On the second proven truancy in the same course, the teacher will notify the appropriate assistant principal who will issue an in-house suspension.</td>
</tr>
<tr>
<td>● The assistant principal will assign an administrator detention</td>
<td>● The assistant principal will notify the parent</td>
</tr>
<tr>
<td>● The school will notify parents by telephone and/or Email.</td>
<td>● 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.</td>
</tr>
<tr>
<td>● 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.</td>
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L. Attendance and Participation in Co-Curricular and Athletic Activities

● All students must be in attendance at school in order to participate and/or attend co-curricular activities that day. This includes athletic events, dances, and proms. If the event occurs on a weekend, students must be in attendance on the Friday preceding the event.

● A student is considered absent if he/she reports 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 administration.

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

VIII. Code of Conduct and Behavioral Expectations

A. General Behavioral Guidelines

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

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

Summary of Conduct/Behavioral Expectations and Consequences for Infractions

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

B. Overview of Conduct Expectations

**Classroom Expectations**

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

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

C. Overview of Consequences and Interventions

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

Administrative/Office Detention (used with major infractions)
- Detention is held Monday through Thursday. Location is in the Assistant Principals’ offices.
- Detention starts promptly at 2:15 P.M. and runs until 3:15 P.M.
• Students should be prepared to work while there. They will not be allowed to return to their lockers.
• Any student who skips detention is subject to added consequences, including possible suspension. Students who disrupt detention or who are in any way insubordinate will be subject to suspension.
• Seniors must make up all detentions before they may attend graduation and receive their diploma.
• Detention takes precedence over any other school related activity, including social commitments and athletic competitions. There are few exceptions.
• The Assistant Principal may consider outside conflicts or problems (doctor’s appointments, work, etc), if presented beforehand.
• Students are not allowed to use their cell phones during detention

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

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

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

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

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 might result in the assignment of a teacher or office detention. Recurring offenses will result in an office detention.

**Level 2 Infractions & Consequences—Major Infractions:**
A student who commits an infraction from the list below will be referred to the office, and the student might be suspended from school for a period of time lasting between one (1) and three (3) school days. Depending on the infraction. At the discretion of the administration, Office Detentions, restriction from co-curricular activities, restorative justice/restitution/community service or in-school suspension may be incorporated into the resulting discipline as deemed appropriate:

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 (Office Detention will be the initial consequence, in-house and out-of-school for repeat instances)
4. Forging, falsifying, or otherwise altering any school-related document or record including passes.
5. 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)
6. Directing vulgar and/or abusive language or gestures at a member of the school community.
7. Gambling, or playing a game of chance for stakes.
8. Intimidating, or threatening another student (see Harassment).
9. Cutting class and/or leaving the school building without permission from an administrator.
10. Refusing to identify oneself upon request.
11. Misbehaving at a co-curricular activity or event, on a field trip, or at an interscholastic athletic contest.
12. 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.
13. 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.)
14. Enabling unapproved access to the school building to non-school personnel, or to students who do not attend Reading Memorial High School.
15. Direct insubordination concerning penalties assigned by the Assistant Principal.
16. Refusing to report to the Assistant Principal when told to do so by a teacher.
17. Any unauthorized use/abuse of computer system or equipment.
18. Improper use of student ID
19. Horseplay or roughhousing
20. Disrespect towards school property, for example, not throwing away trash in the cafeteria
21. Possession of drug paraphernalia
22. Repeated and/or extreme violations of Level 1 infractions.

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

1. Fighting (see Fighting).
2. Stealing, or being found to be in possession of stolen personal or school property.
3. Participating in the practice of hazing (see Hazing).
4. 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.) Parents should know that under the Laws of Massachusetts parents 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.
5. Repeated and/or extreme violations of Level 2 infractions.

**Level 4 Infractions & Consequences—Major Infractions**
In the case of serious or flagrant disregard of school rules, the Assistant Principal has the authority to suspend the student for five (5) days and may refer the suspension to the 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. alcohol, dangerous weapons, and pyrotechnics.
4. Arson, or starting a fire.
5. Violating another student's civil rights—including hate crimes.
6. Assaulting, and/or attempting or threatening bodily harm to a member of the faculty or staff.
7. Any attack or assault on another student that would appear to a neutral observer to be unprovoked.
8. Repeated and/or extreme violations of Level 3 infractions.
**Threats**

Any time an individual or group of individuals threaten an individual or the Reading Public Schools in any way, it will be the standard operating procedure of the RPS for the principal to contact the superintendent, who will work directly with the principal to assess and then to act on the threat. When necessary, the superintendent will seek input from external sources to assess the threat and to determine when the threat has been removed and the school or individual(s) is safe.

**Vandalism and Theft**

Each student is expected to assume responsibility for and care of all school and private property. Destruction, defacing and/or theft of private or community property deprives individuals of their rights of ownership. Anyone found vandalizing or stealing private or school property will be requested to make restitution and will be subject to discipline up to and including suspension. **Students are advised to make use of their school locks and gym locks at all times.**

**E. Conduct of Students at School and School Sponsored Events**

If a student were to engage in unlawful and/or improper conduct in school, thus raising serious questions about the effect that his/her presence in school might have on the rest of the student body or the staff, the principal may consider such activities sufficient cause for enacting suspension or expulsion proceedings in accordance with the procedures delineated in other parts of this handbook.

**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 of campus.

**Fighting**

It should be clear to all students that violence in any form will not be tolerated in school or on school grounds. Reading Memorial High School has the following resources to help alleviate conflict or mediate differences: school adjustment counselors, guidance counselors, teachers, and administrators. Students in violation of this offense or of repeatedly instigating fights might be subject to the following disciplinary consequences:

1. First offense: up to 3-5 days out-of-school suspension at the Administrator’s discretion
2. Second offense: up to 5-10 days out-of-school suspension at the Administrator’s discretion
3. Third offense: up to ten (10) days out-of-school suspension and a mandatory expulsion hearing at the Principal’s discretion.

As always, the Administration reserves the right to penalize acts of violence with more extreme penalties that are commensurate with the act(s) of violence committed by the student(s). Additionally, the police department may be notified as per our memorandum of understanding regarding drugs, weapons, and violence.

F. 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 pro-actively seeking assistance. Resources are available for any student that is in need of assistance.

The Reading Coalition Against Substance Abuse (RCASA) currently coordinates the education and support program for policy violations.

<table>
<thead>
<tr>
<th>All Students Affected</th>
<th>Related Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
<td>- Possible School Suspension + 1st offense- participate in the Chemical Health Education Program, operated by RCASA + 2nd or higher offense- follow referral process for outside services, operated by RCASA</td>
</tr>
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</table>
### Extracurricular Students Affected

Students enrolled in RMHS extracurricular activities agree to additional requirements when they join an activity.

These students are held accountable for any nicotine violations that occur out of school (24/7 including summers).

Impacts student participation in extracurricular activities from the beginning of the summer after 8th grade until 12th grade completion of extracurricular activities.

### Related Consequences

- Loss of competitive play/activity but student remains on team/club. Length of time varies by type of offense starting at 25% of season
- Student may lose leadership roles/captaincy

1\textsuperscript{ST} NICOTINE OFFENSE
+ Referral to Chemical Health Education Program, operated by RCASA & RMHS

2\textsuperscript{ND} NICOTINE OFFENSE
+ Referral to Primary Care Provider and completion of recommendations, operated by the RCASA & RMHS

3\textsuperscript{RD} NICOTINE OFFENSE OR MORE
+ Follow-up with Primary Care Provider for nicotine cessation and completion of recommendations, operated by RCASA & RMHS

### 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 Against Substance Abuse (RCASA) currently coordinates the education and support program for Chemical Health Policy violations. Resources are available for any student that is in need of assistance.
<table>
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<tr>
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</tr>
</thead>
</table>
| 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). | **- Possible School Suspension for any alcohol/drug offense (5 to 10 days)**  
+ **1st offense**- participate in the Chemical Health Education Program, operated by RCASA  
+ **2nd or higher offense**- follow referral process for outside services, operated by RCASA |

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- **Student may lose leadership roles/captaincy**  
1**ST OFFENSE**  
+ Referral to Chemical Health Education Program, operated by RCASA & RMHS  
2**ND OFFENSE**  
+ Referral for Adolescent Assessment of substance misuse and completion of recommendations, operated by RCASA  
3**RD OFFENSE OR MORE**  
+ Referral for Adolescent Assessment of substance misuse and completion of recommendations, operated by RCASA |

**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 Against Substance
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

<table>
<thead>
<tr>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>THIRD OFFENSE</th>
<th>FOURTH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>One day suspension (possible)</td>
<td>Three day suspension</td>
<td>Three day suspension</td>
<td>Five-day suspension</td>
</tr>
<tr>
<td>Payment of fine or 6 hours of community service</td>
<td>Payment of $75 fine</td>
<td>Payment of $75 fine</td>
<td>Payment of $75 fine</td>
</tr>
<tr>
<td>Notification to parent and parent conference</td>
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<td>Notification to parent and parent conference</td>
</tr>
<tr>
<td>Referral to Approved Program (RCASA/RMHS Chemical Health Education Program Class)</td>
<td>Referral to Approved Program (Visit to Primary Care Provider)</td>
<td>Referral to Approved Program (Return to Primary Care Provider)</td>
<td>Referral to Approved Program (Return to Primary Care Provider)</td>
</tr>
<tr>
<td>Confirmation of class completion provided by RCASA</td>
<td>Confirmation of visit to PCP provided to RCASA</td>
<td>Mandatory parental conference prior to re-admission to school</td>
<td>Mandatory parental conference prior to re-admission to school</td>
</tr>
</tbody>
</table>

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

‘Out of School’ Violations- Approved Program
This section applies to students that participate in afterschool activities. This section is for those students violate the Chemical Health Policy ‘outside of school’. The partner for the approved programs is the Reading Coalition Against Substance (RCASA).

**FIRST Violation due to possession or use of a substance**
- Student Meeting with School Administrator(s)
- Parent 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 RCASA and Reading Memorial High School (RMHS):

1. **Group Education**: RCASA & RMHS host a monthly Chemical Health Education Program (CHEP) class for 2 hours after school. RCASA 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. RCASA & 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**: RCASA will contact parent 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 Notification
- Student must complete the **Approved Program for SECOND Violations**
- Student experiences loss of competitive sport/club/activity for 40-60% of the season

RCASA 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 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 by RCASA.

**Assessment:** RCASA 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 RCASA 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 RCASA. For other substance use violations, the Licensed Professional will provide progress updates to RCASA. RCASA 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 RCASA 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 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
G. Academic Integrity: Cheating & Plagiarism

In order to develop the skills to become effective communicators, learners and ethical citizens of the 21st century, students must maintain high standards of personal and academic integrity. Cheating and plagiarism undermine the educational process and deny students the opportunity to maximize their learning potential.

**Cheating** is defined as obtaining an unfair advantage in completing academic work. Examples of cheating include, but are not limited to:

1. Copying another student’s homework, paper, project or idea
2. Using books, calculators, translators, notebooks, “cheat sheet”, or other resource during a test or to complete an assignment which has not been authorized by the teacher
3. Using unauthorized electronic resources (cell phones, text messages, iPods, etc.) to access information during an assessment
4. Copying or allowing another student to copy answers during a test, quiz or exam
5. Any form of unauthorized communication during an assessment or about an assessment
6. Purchasing an assignment from another person or online resource
7. Discussing a test/quiz with students who have not yet taken that test/quiz

**Plagiarism** occurs when a student copies information and/or ideas from another source, fails to give credit to that source, and passes the information off as his/her own. Examples of plagiarism include but are not limited to:

1. Failure to properly cite text, pictures, or ideas obtained directly from books, articles, internet resources, instant messages, or emails
2. Failure to cite quoted material or paraphrased material
3. Use of false data or citations
4. Buying research papers or paying someone to write research papers and submitting them as original work
5. Allowing someone else to submit your work as their own
6. Submitting someone else’s work as your own

**Consequences for Cheating and Plagiarism**

(Please note that offenses are cumulative over a student’s high school career)

**First Offense**

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

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

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

**H. Assault of a Faculty/Staff Member, Dangerous Weapons and Narcotics**

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 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 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:

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 his right to appeal and the process for appealing such suspension: provided, however, that such 'suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing for his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.
IX. Computer Regulations: K-12 Acceptable Use Regulations

RMHS has adopted a series of **Acceptable Use Guidelines** for computer and internet use. All students are expected to adhere to these guidelines. The seriousness of the Acceptable Use Guidelines requires that both student and parent acknowledge that they will abide by them by signing the **RMHS Website and Handbook Acknowledgement** at the beginning of each school year. The signed Handbook Acknowledgement must be turned in to the office before the student may use school equipment.

A. Computer and Internet Use

These Acceptable Use Guidelines serve as a written agreement between the Reading Public Schools and its students and staff. It outlines the appropriate uses for technology in the district as well as the consequences for failure to adhere to those guidelines.

B. Technology Use

Technology in the Reading Public Schools will be used in collaboration with curriculum. Computers and technology equipment are tools used to support the teaching and learning process. The use of this technology is to be regarded as a privilege, not a right. Students and staff will be responsible for following all conditions and rules of technology use as presented by the Reading Public Schools. Any violation of the conditions and rules may result in revocation of technology privileges or other disciplinary action.

All users who use the Internet access of the Reading Public Schools are expected to read these Guidelines and/or take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a condition for a user’s privilege of Internet access.

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his/her appropriate use of the Internet.

C. User’s Rights and Responsibilities

Users of Reading Public Schools equipment have the right:
To use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.

To access information from outside resources that facilitates learning and enhances educational information exchange.

To access district networks and the Internet to retrieve information, facilitate learning and enhance educational information exchange.

Users are responsible for:

- Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Reading Public Schools.
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- Keeping all inappropriate materials, inappropriate text files, or files dangerous to the integrity of the school’s network, equipment, and software from entering the school via the Internet.
- Keeping hardware and software from being removed from school premises without prior consent.
- Maintaining the integrity of the e-mail system and making only those e-mail contacts, which facilitate learning and enhance information exchange.
- Keeping all food and drink away from computers, printers, etc.
- Adhering to all copyright guidelines and avoiding plagiarism.
- Adhering to the rules established for the use of hardware, software, labs, and networks in the school and through remote access.
- Engaging in no discrimination or harassment, including sexual harassment, bullying or any other violation of school rules. The Reading Public Schools’ Harassment Policies, which are included in the individual schools’ handbooks, are applicable to Internet conduct.

D. Prohibited Student Activity

Users are prohibited from:

- Employing any profane, harassing, or otherwise offensive language or graphics.
- Transferring, copying, or downloading any obscene, immoral, or inappropriate images.
- Posting private or personal information about another person.
- Gaming during school hours or doing any kind of online gambling
- Making any commercial use of the technology for product advertising or promotion of political candidates.
- Infringing on any copyright or trademark laws.
- Attempting to disrupt or interfere with the use of technology, either on a single piece of equipment or a network.
• Attempting to access information for which the user does not have the right.
• Attempting to log in through another person’s e-mail account or to access another person’s files.
• Posting chain letters or engaging in “spamming.” (“Spamming” is the action of sending annoying or unnecessary messages to large numbers of people.)
• Plagiarizing of any material for any reason.
• Participating in any communications that facilitate any illegal activities or violate any other laws. (The user should know that any unlawful activity will be reported to the authorities.)
• Users should never arrange a personal meeting with a person who was met on-line without their parents’ or guardians’ knowledge and approval.

E. Security

The user should:

• Not allow others to use his/her account.
• Protect his/her password.
• Not change or attempt passwords on individual machines or the network.
• Not access information to which s/he does not have rights.
• Promptly notify his/her teacher or systems administrator of any on-line communication that s/he feels is threatening, harassing, questionable, or otherwise inappropriate.
• Never attempt to log on to the network as the systems administrator or as any other name other than one’s own.

F. Network Etiquette

The user should:

• Use appropriate, courteous language at all times.
• Never post private or personal information or that of family, friends, or colleagues
• Know that e-mail is not guaranteed to be private.

Vandalism and Harassment

See the Reading School Committee on Policy on Bullying, Harassment and Discrimination. Vandalism, cyber-bullying and/or harassment will result in revocation of technology privileges.

Consequences

Failure to adhere to the technology conditions and rules of the Reading Public Schools will result in disciplinary action, which could include but not be limited to the following:
• Revocation of access to any Reading Public Schools computer in the building
• Revocation of network privileges and/or access
• Possible legal action
• The ultimate consequences are at the discretion of the building administrator.

Disclaimer of Acceptable Use Guidelines
The Reading Public Schools make no warranties of any kind for the technology services provided. The school system will not be responsible for repair or replacement of equipment maliciously damaged by an individual. Protection of data is the responsibility of the user. The district will not be responsible for any loss in service or data. Use of all technology and networks is at one’s own risk. The school system is not responsible for verifying the accuracy of any information obtained through the technology or network.
The Reading Public Schools reserve the right to change these Guidelines at any time.

G. Electronic Device Privilege
Adults and students alike use technology for a variety of purposes each day and personal devices can be useful tools to advance powerful learning experiences. However, the proliferation of electronic devices does not take away their potential to interfere with the learning process. Teaching our students appropriate use of available technology has become necessary in this day and age. Recognizing and abiding by guidelines for where and when technology may be used is a life skill we hope students learn for academic settings, the workplace, and in their personal life.

The administration at RMHS acknowledges that mobile devices may be utilized as legitimate tools in classroom instruction. However, because personal use of cell phones for calling, texting, gaming, streaming non-educational videos, accessing non-educational websites, using social media, and taking photographs or recording video or audio during the course of the school day is potentially disruptive to the educational process and a violation of student and educator privacy rights, the use of cell phones for personal reasons is not allowed in classrooms (unless approved by the teacher), P.E. locker rooms and bathrooms at RMHS.

H. Acceptable Use of Electronic Devices During School Hours
• At the teacher’s discretion, devices will either be collected at the beginning of class and kept in a container/bag or should be kept out of sight in students’ bags or pockets.

• Students MAY USE electronic devices in the classroom for educational purposes when approved by the teacher.
• Students MAY USE electronic devices during their assigned lunch period or passing times…but must do so in compliance with electronic device expectations and computer acceptable use guidelines.
● Students with chronic tardiness to class may lose their electronic device privilege.

● Students MAY USE their electronic devices TO LISTEN TO MUSIC WITH HEADPHONES in directed studies/flex block and in the library or when approved by their classroom teacher.

● Students MAY NOT USE their electronic device for any reason during class time—including in the hallways when accessing the bathroom, water, nurse, office, etc.—unless given explicit permission by their teacher.

● Abuse of hall passes may result in both loss of pass privilege and loss of electronic device privilege.

● Students MAY NOT USE electronic devices for texting, streaming non-educational videos, accessing social media or other non-educational websites or phone calls during class time—INCLUDING DIRECTED STUDY/FLEX BLOCK

● Students MAY NOT USE devices to take pictures/record videos without administrative or teacher permission.

● Students MAY NOT USE electronic devices for gaming during school hours.

● Students MAY NOT USE electronic devices during class assemblies.

Teachers have been provided with electronic device storage bags/containers that may be used at the discretion of the teacher to secure devices and prevent disruption. Teachers have been encouraged to use these bags/containers as an intervention by holding all students’ devices if they feel as though cell phone expectations are not being followed by a number of students or as a preventative measure at the start of class, if they so choose. All students must comply with teachers request to turn in phones at any time during class.

The following consequences apply if a student violates the electronic device expectations listed above:

1st Offense: Teacher will confiscate the electronic device for the block.

2nd Offense: Teacher will confiscate the electronic device and turn it in as soon as possible to the appropriate assistant principal who will keep it for the remainder of the day.

Subsequent Offenses: Teacher will confiscate the device and turn it in to the appropriate assistant principal. Device will be confiscated for the day and retrieved by notified parent/guardian. An administrative detention may also be issued and the electronic device privilege may also be revoked for a period of time as determined by the assistant principal. Continued offenses may ultimately result in in-house or out of school suspension and permanent loss of privilege.

Refusing to turn in phone to teacher when directed to do so (non-compliance) will result in the following:

● Student will be sent to the assistant principal’s office
- Cell phone taken away by administration and held until end of school day

**Repeated refusal to turn in phone (non-compliance) may result in—all of the above consequences and:**
- Parent conference
- Loss of electronic device privilege
- In-house suspension
- Out-of-school suspension

X. 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 activities.

No high school activities (e.g., Color Guard, drama) shall permit middle school students to participate (with the exception of 8th grade students who have participated in Color Guard during the 2011-2012 school year). 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.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FEE</th>
<th>TIME COVERED</th>
</tr>
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<tbody>
<tr>
<td>Athletics</td>
<td>$325.00 per athlete per sport</td>
<td>Three seasons: Fall, winter and spring</td>
</tr>
<tr>
<td></td>
<td>$750.00 cap per athlete per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$950.00 cap per family per year</td>
<td></td>
</tr>
<tr>
<td>Band: Fall Marching Band, Stage Band, Color Guard, Band: Jazz Band, Winter Percussion, Winter Guard</td>
<td>$200.00 per activity $475.00 cap per student per year $750.00 cap per family per year</td>
<td>Two seasons: Fall &amp; Winter</td>
</tr>
<tr>
<td>Drama</td>
<td>$150.00 per student per season</td>
<td>Three seasons: Fall, Winter and Spring</td>
</tr>
<tr>
<td></td>
<td>$75.00 per student for crew per season</td>
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<tr>
<td></td>
<td>$375.00 cap per student per year</td>
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<td></td>
<td>$550.00 cap per family per year</td>
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</tbody>
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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 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 and forfeits the rights to be selected for any other leadership position for one calendar year.
- When a student has been elected for a leadership position and subsequently is found in violation of the Reading Memorial High School Chemical Health Rules, that student will
lose all rights to continue to be an officer of that organization and forfeits the right to be
selected for any other leadership position for one calendar year.

● When an athlete has been designated as a team captain—and then subsequently is
found in violation of the Reading Memorial High School Chemical Health Rules, 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.

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 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 can see Appendix F in this Handbook for
more information.

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

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

EQUIPMENT CARE AND FINANCIAL OBLIGATION

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

SCHOOL AND CLASS ATTENDANCE

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

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

PRACTICE, CONTEST, AND TEAM ATTENDANCE

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

- If the player must be late or miss a practice, game, or meeting for any reason, the player has the responsibility to confer with the coach prior to that session. Absence from practices, games, or meetings jeopardizes one's position on the team.
- Attendance at all practices and games is mandatory. Special requests to be excused may be accepted before, (if possible) or immediately after the fact.

BONAFIDE TEAM MEMBER - MIAA RULE

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

LOCKERS

- Most team members are issued lockers for their particular sport. The lockers are RMHS property and students have no expectation of privacy in those lockers. RMHS reserves the discretion to search student lockers at any time.
• If a player terminates his/her place on the team, the student must clean out his/her locker immediately. If there is a delay, the coach will clean out the assigned locker and place its contents in the Physical Education Equipment Room after verbally reminding the player of a specified time limit to give up the locker for use by others.

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

MASSACHUSETTS INTERSCHOLASTIC ATHLETIC ASSOCIATION (MIAA)
INTERSCHOLASTIC ATHLETIC ELIGIBILITY RULES

• Physical exam required
• Limit is 12 consecutive semesters beyond grade 8.
• A player must be under 19 before September 1.
• A player disqualified from a game shall miss at least the next game.
• A player disqualified from a game twice in the same season is disqualified for one year.
• Striking an official results in the loss of playing privileges for one year.
• If hazing occurs and is verified by the building Principal, following regular due process procedures, those involved in the hazing shall be suspended for up to ten (10) days or more, in 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 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 of all students within a particular class.

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

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

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

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

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

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

**INSURANCE COVERAGE**
All participants in athletics must have health insurance. Parents 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 to give their consent and to help with transportation. When signing the RMHS Athletic Permission Form, 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. 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.

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

A. Restraint

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 is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint may be used only in the following circumstances: (a) non-physical interventions would not be effective; and (b) the student's behavior poses a threat of imminent, serious, physical harm to self and/or others. 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. Physical restraint is prohibited in the following circumstances: (a) as a means of punishment; or (b) as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Nothing in this 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 MGL c. 119, § 51A. 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.

B. Protection of Pupil Rights Amendment

PPRA affords parents 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; Mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

4. These rights transfer to from the parents 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, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually 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, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents 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 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 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 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. Notice of Non-Discrimination

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.

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

Mrs. Christine Kelley 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

C. Harrassment and Discrimination

The Reading Public School system is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender
identity, age or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. The Reading Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definitions
For the purposes of this procedure:

- A “Complaint” is defined as an allegation that a student or employee has been discriminated against or harassed on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability, or religion.
- “ Discrimination” means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the school.
- “Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.
- “Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

When determining whether an environment is hostile, the school district examines the context, nature, frequency, and location of the sexual or gender-based incidents, as well as the identity, number and relationships of the persons involved. The school district must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the alleged victim, and under similar circumstances.

Harassment and Retaliation Prohibited
Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Reading Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

How to make a complaint

Any student who believes that he/she has been discriminated against or harassed should report their concern promptly to any teacher, guidance counselor, nurse, building administrator, or central office administrator. The school staff member should then report the concern to the school principal or Civil Rights Coordinator. If the school principal receives the report, he or she will notify the Civil Rights Coordinator of the Complaint. Students or employees who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.

Any employee or other person who believes that he/she has been discriminated against or harassed should report the incident to the building principal, assistant principal, his/her department chair or his/her supervisor. Additionally, the employee may, if applicable, request union/association representation to assist him/her through the complaint process. Employees may also file complaints directly to the Human Resources Administrator.

District staff is expected to report possible incidents of discrimination or harassment of students and fellow employees. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students or employees which have allegedly occurred on school grounds, at school related events, or actions which occurred outside of school but possibly create a hostile environment for a student or employee while he/she is at school.

Complaint Handling and Investigation

- The school principal shall promptly inform the relevant Civil Rights Coordinator and the person(s) who is the subject of the Complaint that a Complaint has been received.
- When a complaint of discrimination or harassment is alleged, the person making the allegations will be encouraged to write out a description of the allegations and the impact the alleged conduct has had on him or her. If the complainant or reporter is a student and the student chooses not to fill out a written report, the person accepting the
complaint shall listen to the student and complete the complaint or reporter form for the student.

- After notifying the appropriate Civil Rights Coordinator, the school principal or designee may pursue an informal resolution of the Complaint with the agreement of the parties involved. Informal resolution is optional, and the Complainant may elect to proceed according to the formal resolution procedure at any time prior to the completion of the informal resolution.

- Under the formal resolution procedure, the Complaint will be investigated by the school principal or other individual designated by the school principal or the Civil Rights Coordinator. The investigator will gather evidence to determine whether, by a preponderance of the evidence, discrimination against or harassment has occurred. Any Complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any Complaint about the Superintendent should be submitted to the School Committee Chair, who will consult with legal counsel concerning handling the investigation of the Complaint.

- The Complainant shall have the opportunity to identify witnesses and provide other relevant evidence to the investigator.

- The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator’s consideration.

- The privacy rights of all parties to the Complaint shall be maintained in accordance with applicable state and federal laws.

- The investigator will keep a written record of the investigation process.

- The investigator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.

- The investigation and the notification of the outcome to the complainant and the subject of the complaint shall be completed within fifteen (15) school days of the date of the receipt of the Complaint.

- The investigator may extend the investigation period beyond fifteen (15) school days because of extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If the investigator extends the investigation, he or she will notify the Complainant of the extension.

- If a complaint or report of discrimination or harassment is received after June 1 of a given school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant of the extension and make reasonable efforts to interview the witnesses during the summer vacation period.
Nothing in this procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the fifteen (15) school days described above.

If the investigator determines that discrimination or harassment has occurred, he/she shall take steps to eliminate the discriminatory or harassing environment, which may include but is not limited to determining what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and determining what corrective and/or remedial steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment, and to correct its discriminatory effects if appropriate.

The investigator will inform the alleged target of the discrimination and/or harassment and the person(s) who was the subject of the complaint of the results of the investigation (in accordance with applicable state and federal privacy laws) within fifteen (15) school days of receipt of the Complaint, unless the investigation is extended under the provisions described above. This notice of the outcome of the investigation must inform the complainant as to whether or not the investigation determined that the conduct occurred, any individual remedies offered or provided to the complainant or any sanctions imposed on the perpetrator that directly relate to the complainant (e.g., stay away order or no contact order), and other steps the school has taken to eliminate the hostile environment, if one has been found to exist, and prevent recurrence. The perpetrator should not be notified of the individual remedies offered or provided to the complainant (e.g., counseling; alternative classes, etc.).

If the Complainant or the student's parents/legal guardians are dissatisfied with the results of the investigation, an appeal may be made to the Civil Rights Coordinator within ten (10) school days after receiving notice of the outcome of the investigation. In the appeal, the appellant should identify any specific alleged factual or legal errors and explain why the errors should result in a different conclusion.

The Civil Rights Coordinator shall review the investigation and may conduct further investigation if deemed appropriate. Within five (5) school days of receipt of any such appeal, the Civil Rights Coordinator shall decide whether or not to reopen the investigation, uphold the principal or designee’s determination, or reverse the principal or designees determination.

The Civil Rights Coordinator shall provide written notification of that determination to both the Complainant and the accused. The Civil Rights Coordinator’s decision shall be final, subject to further written appeal to the Superintendent within five (5) days of receipt of the decision of the Civil Rights Coordinator.

The District’s Civil Rights Coordinators are:

Employees:

Director of Finance and Operation
Reading Public Schools
62 Oakland Road
Reading, Massachusetts 01867
781-944-5800

The Human Resources Administrator is:
Ms. Jennifer Bove
Reading Public Schools
82 Oakland Road
Reading, Massachusetts 01867
781-944-5800

Students:

Mrs. Christine Kelley
Assistant Superintendent for Learning and Teaching
Reading Public Schools
82 Oakland Road
Reading, Massachusetts 01867
781-944-5800

Section 504 Coordinator (disability-related claims):
Dr. Jennifer Stys
Director of Student Services
Reading Public Schools
62 Oakland Road
Reading, Massachusetts 01867
781-942-9129

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

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

or
Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Telephone: 781-338-3700
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.

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

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

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

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

Bullying is prohibited:

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

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

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

The following procedures are based on the requirements of M.G.L. c. 71, § 37O. In addition to the requirements of M.G.L. c. 71, § 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 guardians; 2) make it available in the school’s main office, the counseling office, the school nurse’s office, and other locations determined by the principal or designee; and 3) post it on the school’s website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

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

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

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

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

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

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

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

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

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

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

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

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

**Notice of Investigative Findings** - Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parents or guardians of the target and aggressor of this, and of the procedures for responding to it. While prior notice of an investigation shall not be required, the principal shall not be precluded from notifying the parents 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 parents of a target or aggressor of an investigation or the principal’s findings thereon, the principal shall maintain the privacy and confidentiality of any individual or child who is not the child of the parents to whom the notice is provided. The principal shall ensure that any notice to the parents complies with applicable state regulations including, but not limited to, 603 CMR 49.00, and shall not report specific information to the target’s parent(s) about the disciplinary action taken against an aggressor unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.

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

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

E. Pregnant Students

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

F. McKinney-Vento Homeless Education Assistance Act

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

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;

Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;

If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;

A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;

A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program.

For further information, please contact Carolyn Wilson, 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.

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 for school communications, or any other method of delivery agreed to by the principal and the parent.

- **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 of the length of the In-School Suspension and will make reasonable efforts to meet with the parent. On or before the day of the In-School Suspension, the principal will deliver written notice to the parent of the basis for and length of the in-school suspension and inviting the parent 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 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. 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 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 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 parents 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 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. 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 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’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 parents 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 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 or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal’s duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

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

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

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

- If the Team determines that the behavior is NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.

- If the team determines that the behavior IS a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) 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 (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 consent or 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from the 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 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 Notification Regarding Sexual Education And Human Sexuality Issues

Massachusetts General Law Chapter 71, Section 32 A notes that parents 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 wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the building Principal in writing.

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, including cell phones and electronic devices
- 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 insure that reasonable safety, discipline and good order be 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 insure order and safety on the one hand, and the need to insure applicable constitutional rights of students on the other hand that this policy is written.

Search of Student Lockers and Desks

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

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 it a heightened degree of expectation of privacy and require a heightened degree 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 parents, 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.

**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 following 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.

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.