



# North Attleborough Middle School Student Handbook 2018-2019

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 ຖ້າຫາກວ່າທ່ານຕ້ອງການໃຫ້ມີການແປເອກະສານນີ້ເປັນພາສາອື່ນ, ກະລຸນາໂທໂທຫ້ອງການໃຫຍ່ ຂອງໂຮງຮຽນ.

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## Mission and Vision

### **Mission Statement**

North Attleborough Middle School (NAMS) is committed to providing a supportive environment that encourages educational achievement and personal growth.

### **Philosophy**

Early adolescence is a unique period in the lives of students during which they must cope with an awareness of a complex world as well as with major physical, emotional and social changes. At NAMS, we are committed to provide a standards- driven, rigorous academic environment, as well as opportunities to develop appropriate social skills and self- confidence, and to pursue pathways to develop leadership skills.

### **Motto**

*North Attleborough Middle School is an academic and social bridge between elementary school and high school.*

At NAMS we are:

Building  
Responsible  
Individuals  
Developing  
Goals of  
Excellence

## NAMS Main Office

### **Main Office**

The main office, located off the front lobby, is home to school administration, guidance, Special Education and the Nurse's office.

### **Administration**

The Principal and two Assistant Principals establish and maintain a safe, orderly and positive school environment providing an excellent, standards-based program of study. Administrators lead the professional development and evaluation of staff, manage the school facility, lead meetings to address student needs, and communicate with parents via phone, email and a weekly newsletter

### **Nurses' Office**

Students must have a pass to see the nurse. Students who need to be dismissed due to illness must first report to the nurse. ***Students may not use cell phones to call home to be dismissed from school.***

### **Medication Policy**

Please try to schedule medication around school hours.

All medication taken by a student during the school day, whether over the counter medication (such as aspirin, medicated cough drops, or cough syrup), or prescription, (including inhalers and Epi-pens), must meet state mandated medication regulations that include a parental permission form and a doctor's order form, both available in the nurses' office. Students may not carry prescription or over-the-counter medication on their person,

Back pack or locker unless they have express permission from the school nurse and administration.

All medication must be in a labeled container with the student's name, time, and dosage of medication. Tylenol (in the original container with the student's name on it) may be given in the nurses' office with a permission note from a parent. This medication and cough drops are the only medications given without a doctor's written permission.

### **Medical Excuses for Physical Education (P.E.)**

Parents must provide a written excuse when a student is unable to participate in P.E. class. A doctor's note is required if physical education is to be missed three or more days, and a medical note is required to resume physical activity. Medical notes must be brought to the nurses' office.

### **BMI Screening**

The state's BMI screening mandate (M.G.L. c.71s.57) requires that all schools collect height and weight measurements of students in grade 7. BMI is a "weight for height for age" index that can be a useful tool in early identification of possible health risk factors among children and youth. The results will be kept confidential in each student's school health record and will be reported to student's parents/guardians and to the Massachusetts Department of Public Health.

### **Elevator Use**

Students who need to use the elevator must be on the 'elevator list' as determined by the school nurse.

### **Guidance Office**

Guidance counselors monitor grades and test scores, discuss academic or social needs, and provide assistance to students and their parents in school-related matters. To see a guidance counselor, a student must have a pass from a teacher or fill out an appointment ticket in the Guidance or Main office.

### **Media Center**

The media center provides students with reading materials for research projects and recreational reading. Books, (a limit of two per student), may be checked out for two weeks and renewed as needed. Reference materials must be used in the media center.

### **Student Identification (ID) Card**

Students new to NAMS are issued an ID card in the fall. The card displays the student's photo and his/her student number and is used in the cafetorium, library and for recording dismissals and tardies in the office. The first ID card is provided free of charge, but a replacement will cost \$7.00 and can be purchased directly from a lunch cashier.

## **School to Home Connection**

### **Parent/Teacher Organization**

The PTO provides funding and volunteer help for enrichment experiences and special school events. Information about the PTO can be found through the NAMS website and on Facebook.
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### **Thursday Communication**

A newsletter is sent home via email and is posted online on the school website ([www.naschools.net](http://www.naschools.net)) each Thursday. *Families without Internet access may have their child pick up a paper copy at the school office. Please follow us on Twitter @NorthMiddle1.* North TV cable channel posts information about school events on a rotating schedule.

### **Public Release of Information**

Massachusetts Student Records Regulations permit schools to release the names of students, provided that the school gives public notice of the types of information it tends to release and allows students and parents a reasonable opportunity after such notice to ask that the information not be released.

### **Access to Non-Custodial Parent**

As set forth in the amended regulation, 603CMR23.07(5): *non-physical custody parents are eligible to obtain access to their children's student records upon written request unless the school or district has, within 21 days of the request, been given documentation that: The non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or the non-custodial parent has been denied visitation or has been*

*ordered to supervised visitation, or the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.*

## School Structure

### **Academic Teams**

NAMS houses grades 6-8. Each grade level is divided into three academic teams staffed by highly qualified teachers. Students are randomly assigned to ensure team equity, and team assignments are posted on the Friday before the start of the school year on the main entrance doors. The custodial parent may request in writing not later than the third week of August that their child's name **not** be posted. Requests for team assignments will not be honored.

### **Daily Schedule**

The school functions on a rotating 6-day schedule, with days labeled A-F (See Figure 1). Students attend daily core classes, English, Mathematics, Social Studies, Foreign Language in 7<sup>th</sup> & 8<sup>th</sup> Grades or Reading in 6<sup>th</sup> Grade and Science, as well as related arts classes (Art, Music, Health, Modular Technology and Physical Education) on three out of every six days. Please note that, although homeroom begins at 7:45 am, students will be allowed in the building at 7:35 am (or at 7:25 am if they are purchasing a school breakfast).

### **Sample Day A Schedule**

Homeroom	7:45 AM	7:48 AM
1	7:51 AM	8:37 AM
2	8:40 AM	9:26 AM
3	9:29 AM	10:15 AM
4	10:18 AM	11:04 AM
5a	11:07 AM	11:28 AM
5b	11:30 AM	11:51 AM
5c	11:53 AM	12:14 PM
5d	12:16 PM	12:37 PM
6	12:40 PM	1:26 PM
7	1:29 PM	2:15 PM
Dismissal bell		2:19 PM

### **Sustained Silent Reading (SSR)**

Sustained Silent Reading fosters an appreciation of reading as a lifetime activity. SSR is normally scheduled for the first study period. For SSR, every student *must* have a book that may be procured from the media center or brought from home. Each student may use Kindle, Nook or other electronic readers by following the NAMS BYOD policy and electronics policy.

### **Progress Reports**

Halfway through each marking period, progress reports are issued through the Aspen X2 Portal, allowing parents an opportunity to see how their child is doing. Account and Sign-in information is available through the District Technology Department (508-643-2178 or [aspen@naschools.net](mailto:aspen@naschools.net)).

### **Report Cards**

Report cards are issued four times each year following the close of each marking period. Students are provided with a paper copy of their report cards, and an electronic copy issued through the Aspen X2 Portal.

### **Incomplete Grades**

Incomplete grades, indicated as “T” on the report card, signify that no grade has been assigned to that particular subject at grade closing time. The student must arrange with the teacher to complete whatever work is necessary to determine the grade for that marking period. The deadline for completing this work is ten school days following the issue of the report card. No incompletes shall be issued at the end of the school year.

### **Honor Roll Regulations**

There are two levels of achievement for the Honor Roll at North Attleborough Middle School. Students must have all A’s in major *and* related arts subjects to earn a place on the High Honors roster and must have all A’s and B’s in major *and* related arts subjects to be on the Honor Roll. Please keep in mind that a consistently negative attitude or other poor behavior can eliminate a student from the Honor Roll.

### **Promotion to the Next Grade**

Students earn promotion to the next grade by earning passing grades in English/Reading, Mathematics, Science *and* one of the two remaining core subjects: Social Studies and Foreign Language/ Reading. Students who fail up to two core subjects for the year, will need to earn a passing grade in an approved summer school course. Students may not attend remedial summer school more than one time in their three years at NAMS. *Students with more than two core subject failing grades for the school year will be retained.*

### **Extra Help**

*The student is responsible for seeking help when struggling with required learning.* Students may secure help through individual teachers or a guidance counselor.

### **Grade Eight Awards Program (Graduation)**

The Grade Eight Awards Program includes only those students who have met all academic requirements for promotion and is scheduled at the close of the school year. During the program, academic awards are presented to our highest achieving students for all subject areas, and students receive certificates in recognition of their completion of Middle School. Students with poor discipline records and those who have failed to meet any financial obligations to the school or school district, may be excluded from the ceremony.

### **Academic Contracts**

During the school year, all students who are at risk of failing two or more core subject classes are recommended to the NAMS Response to Intervention (RTI) program. The RTI team puts interventions in place which may include placing the student on an Academic Contract. The contract designates expected behavior and academic improvement, the consequences of contract violation, and a timeline for completion. Students who violate their Academic Contract may be assigned Extended Day and/or Saturday detention. Students who are chronic violators of their Academic Contract will be considered habitual offenders of school rules and may be referred for a *Child Requiring Assistance (CRA)* intervention.

## **Attendance**

### **Absences**

**The state of Massachusetts considers any student who is absent more than 8 days in a six-month period to have excessive absences.** Students with excessive absences will be reported to the Attendance Officer. *Absences can only be excused if a child has a medical or court appointment, or must attend a funeral.* Please note that per state regulations, a parent’s report of a child’s absence because of illness, must have medical verification to count as excused. *NAMS policy requires that a doctor’s note is provided if your child is repeatedly absent or is ill for more than three days or if there are repeated absences for illness.*

*However, a doctor's note is welcome for absences less than three (3) days.* If your child is going to be absent, please call the school's attendance line at 508-643-2130, extension #5 and leave a voicemail message. Include your child's name, grade and a brief reason for the absence. The attendance voicemail is available 24 hours a day. *Your message must reach us before 9 a.m.* If a call is not received in time, the parent will be called at home or at work. If a parent cannot be reached, the absence will be recorded as truancy. If this should become a chronic problem, the Attendance Officer will be called.

### **Vacations**

Being present in the classroom is essential for academic success, therefore, we request that parents schedule vacations during school breaks. Parents are asked to notify the school in advance, in writing, when a vacation is scheduled within school time. Vacation absences are legally considered unexcused absences. Students on vacation during school time are responsible to obtain and make up the work within the same amount of time plus one day after returning from an absence. *Teachers will not provide students with assignments prior to departure for a non-school vacation.*

### **School Visits for Grade 8 Students**

Eighth grade students who plan to visit a number of private high schools may be allowed up to three excused absences to do so. Please make sure to notify the NAMS office in writing prior to a private school visit absence.

### **How to Get Work for an Absence**

*After three consecutive days of absence parents may request homework from the teachers. It is a student's responsibility to get all missed assignments and arrange to make up tests.* Homework is often posted on a teacher's or team's website. Teachers inform parents and students at the beginning of the year how to obtain assignments for their classes.

### **Tardy To School**

Please call the NAMS office at 508-643-2130 to report a student's late arrival to school. They will need their NAMS ID Card to record their time of arrival in the computerized attendance system in the front office. They will be issued a tardy pass. Lateness will be excused only for scheduled appointments, i.e. doctor, dentist; *a note from the doctor or dentist must accompany the student upon his/her arrival at school.* Each unexcused tardy in excess of three per quarter will result in an office detention. Additional tardies will result in Extended Day detention and involvement with the school system Attendance Officer. As required by state law, students who arrive in school after 10:52 a.m. are considered absent for the day.

### **Truancy**

The general laws of the State of Massachusetts, state that every person in control of a child shall cause him/her to attend school and attend school on time daily. In accordance with the Laws of the State of Massachusetts, Chapter 76, Section 2, the School Committee appoints an Attendance Officer who is authorized to investigate cases of suspected truancy. He/she may apply for a petition in District Court alleging that a child between the ages of 7 and 16 persistently and willfully fails to attend school; or persistently and willfully fails to attend school in a punctual manner; or persistently violates the lawful and reasonable regulations of the school. If he/she fails to do so, he/she shall on complaint of the Attendance Officer, face appropriate consequences which may include filing a CRA for any child absent to school for 8 or more days in a quarter.

### **Dismissals**

A parent note is required to allow a student to be dismissed from school early. The note must be brought to the front office before the end of homeroom. To sign out a student, a parent must enter the building through the front door and report to the main office. A student may not dismiss themselves from school by contacting a parent/guardian directly via phone or cell phone from school instead of requesting dismissal through the nurses' office. The student will need his/her

NAMS ID Card to record their time of dismissal and return in the computerized attendance system in the front office. Upon a student's dismissal return, he/she will be issued a return pass.

### **Field Trips**

Staff will determine student participation in field trips, based upon behavior and the work completion status. Volunteer chaperones must be CORI approved.

## **Safety Information**

### **Drills**

Fire and other safety drills, such as lockdown and disaster practice are important and should be taken seriously. For fire drills, there are exit instructions in each of the classrooms and special alarm buttons in the stairways and hallways. Once outside, classes stay in a single line and wait quietly while the teacher takes attendance. No one may reenter the building until directed by a staff member. If the fire alarm sounds during passing time students leave the building through the closest exit and notify an adult to be guided to the appropriate line. For lockdown drills, students will remain in the classrooms and will follow teacher directions to take shelter. The building will remain locked down until the administration has completed a security inspection. A "shelter in place" drill requires students to remain in their assigned classes completing work until released by school administration.

### **In Case of Emergency**

The specific procedures to follow in case of a true emergency depend on the safety level as determined by a crisis team made up of school administration, the Superintendent, the North Attleborough Police Department and the North Attleborough Fire Department. There are specific safety protocols to be followed to ensure student safety and appropriate responses to any emergency. Once the level of concern and response are determined, parents will be immediately informed via Connect Ed by phone and email.

## **Student Responsibilities**

### **Student Planners**

At the beginning of the school year all students receive a planner that must be used to jot down assignments and note upcoming events. Students who lose their planners must replace them with one they purchase on their own.

### **Textbooks**

North Attleborough Middle School furnishes textbooks to all students. *All books must be kept covered throughout the school year.* Textbooks are to be kept clean and handled carefully. A pupil shall be required to pay North Attleborough Schools for the value of any book lost or damaged beyond ordinary wear while in his/her possession.

### **Hallways & Stairwells**

Students must pass between periods in an orderly manner. Certain corridor/stairwell areas in the building are congested during passing times. Students minimize congestion by walking on the right side of hallways and stairs, not blocking intersections, not pushing or running.

### **Passes**

No student is allowed to leave a class without a pass from a teacher. Students leaving the classroom during a class period must sign out on the classroom sign out sheet. Teachers monitor this process. To meet with a teacher, students must obtain a pass from the requesting teacher and show it to the teacher of the class to be missed.

## **Assemblies**

A variety of assemblies, including guest speakers, musical concerts, student performances, and events, are held throughout the school year. Students are expected to display respectful behavior during assemblies. Those who do not behave properly are removed from the assembly and may be denied admission to other events and/or earn a disciplinary consequence.

## **Student Council**

The Student Council aims to promote good will among students and staff, be of service to the school, provide training in responsible citizenship and create a year-long series of activities to motivate school spirit. It consists of elected representatives from each homeroom. Early in the year, the Student Council holds elections for members to elect a president, vice president, secretary, and treasurer. Serving on the Student Council is considered to be one of the highest honors a middle school student may receive.

The administration may remove Student Council members for academic or disciplinary reasons.

## **Late To Class**

To enter a class late, a student must have a pass from the teacher or staff member who detained him/her. Late students must sign into the classroom log. Students without a pass will receive consequences.

## **Lockers**

Homeroom teachers assign lockers to store belongings. Students are responsible to keep lockers locked at all times and should not leave valuable items in their lockers. Locker combinations are private and may not be given to another student. The school department assumes no liability for theft or damage to items left in hallway or gym lockers. Students who abuse locker privileges may have the use of a locker restricted or taken away.

## **Search Policy**

Students' lockers are assigned to them for the period of the academic year. A locker is not the private property of the student assigned its use. Lockers are the property of North Attleborough Public Schools and are provided only for uses consistent with legitimate school or social purposes. Storage of contraband (e.g. weapons, drugs, alcohol, stolen property) in school lockers is not permissible, and lockers are subject to periodic inspections to ensure compliance with these policies. Likewise, since possession of contraband is illegal and inconsistent with school policy, students, their belongings, and/or vehicles on school property may also be searched if they are suspected of having such contraband. Random searches may be conducted of lockers, students, students' belongings, and vehicles on school property by contraband seeking dogs. These may come at any time and students will be expected to remain in their classrooms for the duration of any search.

## **Physical Education Lockers**

P.E. lockers are provided to temporarily store clothing. ***Students are responsible to provide their own P.E. locker lock. Valuables may not be left in P.E. lockers at any time.*** A lock may have to be cut off if a student forgets the combination or if the lock is left behind on the last day of school.

## **Locker Clean Out**

Students are responsible for keeping lockers clean and organized. Unwanted papers and other articles must be removed and disposed of properly. Locker clean-up days are held before each vacation.

## **Lost And Found**

The main office is the place to report and find lost items. A lost clothing bin is located in the P.E. area.

### **Cell Phone Usage**

**Students may not use their own cell phones inside the NAMS building after the beginning bell unless given permission by a teacher for academic use. Phone calls home should be made in the school office, and only with the permission of a staff member.**

### **Internet/Technology Use**

Students must follow all acceptable uses of technology/network as delineated in the Contract for Internet/Safety Use. You may read a copy of the district Internet/Technology policy at the district website: [www.naschools.net](http://www.naschools.net). NAMS students may use available technology for research, essays or projects only if they have signed the district's Contract for Internet/Technology Use. Computers may be available during 5<sup>th</sup> period study for individual student use for the above named purposes. Students may not utilize email unless for school purposes only AND directly supervised by a staff member. Students may not access social networking sites on any school computer, and should not access any social media on their own devices during the school day.

### **Observation of Special Education Programs**

The legislature recently amended Section 3 of G.L. c. 71B, the state special education law, to require school committees, upon request by a parent, to grant timely and sufficient access by parents and parent-designated independent evaluators and educational consultants to a child's current and proposed special education program so that the parent and named designees can observe the child in the current program and any proposed program. The law, referred to in this advisory as "The Observation Law," limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parents can participate fully and effectively in determining the child's appropriate educational program.

In order to fully comply with The Observation Law parents and parent designated independent evaluators and educational consultants are asked to work closely with building administration in regards to each of the specific areas outlined in The Observation Law. They are detailed as follows;

#### **Receiving and Responding to Observation Requests**

Parents are requested to put their request to observe in writing to the building principal. If the request is from a parent designee and the school has no prior knowledge of the designee, it is reasonable for the school to confirm with the parent that the designee is acting on his or her behalf. If the designee will review the student's records, as is often the case, the school must obtain written permission from the parent for the record review consistent with Section 23.07(4) of the Student Records. The Observation Law, which went into effect on January 8, 2009, can be found at:

#### **Timely Access**

The obligation to provide "timely access" to the program for purposes of observation is a core component of The Observation Law. Different observation requests may require more planning and observation time than others depending on the complexity of the student needs being evaluated, the program(s) to be observed, the program schedule, and the schedule of the parent or designee. It is also important to note that the timely access requirement does not mean that a school district must allow observations on demand, or that parents or designees may unilaterally set a schedule for observations. School administrators may take a reasonable period of time to inform school staff and plan the logistical aspects of an observation.

#### **Sufficient Duration and Extent**

The Observation Law requires that school districts permit access to programs that is of "sufficient duration and extent" to accomplish the purpose of the visit. District policies and practices specify that the duration and extent of observations will be determined in consultation with building administration on an individual basis. The complexity of the child's needs as well as the program or

programs to be observed, should determine what the observation will entail and the amount of time required.

### **Conditions or Restrictions on Observations.**

The Observation Law states that districts may not condition or restrict program observations except when necessary to protect: The safety of the children in the program during the observation; The integrity of the program during the observation; Children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program. Building administrators will discuss the need for these conditions or restrictions on an individual basis with the program observer in planning the school visit.

### **Code of Conduct**

As members of a respectful learning community, all students and staff are entitled to a safe and orderly school. Student discipline at NAMS considers the specific circumstances and the effect of the disruptive event on students and school culture. *The specific rules set forth in this handbook in no way diminish the legal authority of school officials to deal with disruptive students/events.* It should be noted that it is impossible to list all infractions, and the administration retains the right to impose penalties for all acts contrary to proper behavior not expressly stated herein. Thus, consequences are greater according to the severity and/or frequency of unacceptable behavior. The NAMS Student Handbook is the primary resource for administrative decisions to give appropriate consequences. *It is important to note that all infractions are thoroughly investigated, including witness interviews and the finding of appropriate evidence. Massachusetts law provides for right to appeal the more severe consequences such as suspensions and recommendations for expulsion.* Students who do not meet NAMS behavior expectations, committing infractions of the discipline code, are assessed with the penalties as listed below:

- Teacher Detention
- Office Detention
- Extended Day Detention
- Saturday Detention
- In- School Suspension
- Out-of-School Suspension
- Expulsion

Detentions are considered an important part of ensuring an orderly and safe school environment for all students. A student's detention may be postponed for a medical appointment or other serious reason, but may not be put off to participate in sports or other extracurricular activities.

#### **Cell Phones/ Electronic Devices**

***Cell phones and other electronic devices are not to be used in the building at any time except under teacher direction for academic purposes. Electronic devices must be turned off completely and put away in a backpack, in a locker.***

**The following will be considered misuse/ violation between the hours of 7:45 and 2:15:**

- \*texting anyone without permission (including parents)**
- \*use of social media (even if just looking at your phone or notifications)**
- \*making a phone call without permission**
- \*having your phone at lunch or during any other non- academic time where it is not required**

**The following will be the procedure for consequences:**

**1st offense- verbal warning**

**2nd offense- confiscated by teacher, and may be picked up in the office at the end of the day**

**3rd offense- Office Detention****4<sup>th</sup> offense – loss of privilege****Gum Chewing**

Gum chewing is NOT allowed at any time at North Attleborough Middle School. Gum is often disposed of improperly, causing damage to the facility. Teachers may assign immediate consequences, including having students clean gum off surfaces. Repeated abuse will result in administrative disciplinary action.

**Forbidden Items**

The following items are *not allowed* to be in the possession of students while on school property:

- Laser Lights
- Matches, lighters
- Pagers, buzzers
- *Any other items deemed to be inappropriate or dangerous in an educational setting*

**Food Items**

Students may not have food or beverages in the hallways, stairwells or classrooms. For special events, such as a bake sale or team celebration, students may bring pre-packaged items. Any *homemade food* for a special event must be delivered to school labeled with the parents' name and a contact number and brought directly to the main office. Please be aware that some of our students have serious nut allergies. Make sure to label any homemade items that contain nuts!

**Bomb Threat**

Any student who by telephone, by note, or by any form of communication makes threat of an explosive device having been placed in a school or on school property or who places a device—real or simulated—in a school or on school property shall be suspended from school by the building Principal for an initial period of ten days and will be referred to the Superintendent of Schools and the North Attleborough Police Department (NAPD). In all instances where the evidence sustains such action, the Superintendent will convene an administrative hearing by the School Committee under the Provisions of Chapter 76, Section 17, of the General Laws. The consequence of such action may be the exclusion of the student from school for the remainder of the school year or permanently.

**Incendiary, Firecracker Policy**

Any student found or suspected of lighting a fire shall be suspended for up to ten days. The police and fire departments and the student's parents will be notified. Any student setting off firecrackers on school grounds shall be suspended up to ten days. The police and the parents of the accused shall be notified. Re-admittance to school for either offense is through the Superintendent's Office. Parents will be responsible for arranging a meeting with the Superintendent of Schools. A second offence will cause the student to be immediately referred to the Superintendent for expulsion.

**Smoking**

In addition to the consequences cited in the North Attleborough Middle School Code of Conduct (see Extended Day and Out of School Suspension), students who are found smoking (including e-cigarettes and vaping) while in school or on school grounds will also be subject to the language included in the "Town of North Attleborough Youth Possession" Regulation which states: "No minor may be in possession of a tobacco product in any public place within the Town of North Attleborough." The penalties associated with this regulation are:

- First offense - \$25.00 fine.
- Second offense - \$50.00 fine.
- Third offense - \$100.00 fine.

Fines are payable to the Town of North Attleborough.

The Middle School Principal and Assistant Principal are responsible for the enforcement of this regulation.

### **Plagiarism**

Plagiarism is defined as: “the act of stealing and passing off the ideas and works of another as one's own” (Gove, Phillip B., ed. *Webster's Third New International Dictionary*, Springfield: Merriam-Webster, 1993). Students are taught that it is wrong to copy work from someone else and to claim that work as their own. Teachers work with students to clarify the proper methods of research for each assignment and to explain how research information is to be acknowledged. Middle school curricula include a variety of research reports in all subject areas. Internet and computer access to a wide variety of information has broadened the way students do research. Copying work from the Internet or other educational software in any "cut and paste" fashion and submitting the result as his/her own work is plagiarism-- if not properly credited. The same reminder extends to the use of books, encyclopedias and other print sources when these are used to gather information. Changing a word or a sentence or two when facts are compiled into a report could also be plagiarism if proper credit is not given to the source of that information. Also, using Internet sites to assist in the "translation" of reports from English into Spanish or French could be considered a form of plagiarism. The submitting of such a "cut and paste" or "slightly changed" or "computer translated" report could result in the rejection of the report by the teacher or possibly more serious consequences.

### **Bullying, Harassment and Intimidation**

Every student has the right to attend school without fear of threat or intimidation by other students. Bullying is defined as a repeated verbal, physical, written or electronic action that displays an imbalance of physical, psychological, or emotional power. Students may experience bullying on campus, on the way to or from school or by electronic communication at home that affects how he/she feels at school. Students are expected to report these incidents to their guidance counselor, their teachers or to school administration. Students who witness or have knowledge of another student's mistreatment are also required to report this. Students may report an incident verbally or in writing. Anonymous reports may be deposited in the Media Center book drop. Each and every case will be investigated, and those students found guilty will be disciplined. Discipline may include Extended Day or Saturday Detention, suspension or expulsion. Incidents of physical or severe bullying, including cyberbullying, will be reported to the NAPD.

### **Hazing**

The term “hazing” shall mean any conduct or method of initiation into any group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student. Such conduct shall include whipping, beating, branding, exposure to the weather, forced consumption of any substance, or any other brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of a student, or which subjects him/her to extreme mental stress. Whoever knows that another person is the victim of hazing shall report such crime to a person in authority as soon as reasonably practicable. Disciplinary action for organization and participation in hazing will result in an initial suspension of 10 days or more.

### **Sexual Harassment**

It is the policy of the North Attleborough School Department to maintain an environment that is free from sexual harassment. It shall be a violation of this policy for any North Attleborough student to sexually harass another student or a school employee during any and all school related activities. Sexual harassment is defined as any form of unwanted or unwelcome sexual attention that interferes with one's right to an education. Sexual harassment can include, but is not limited to physical, verbal, non-verbal, written or implied harassment.

Any student who alleges sexual harassment may complain directly to the administration or guidance counselor. Any staff member receiving such information from a student must forward this information to the Guidance Office. Confidentiality of both the complainant and the accused will be respected. A substantiated charge against a student in the school district shall subject that student to disciplinary action that could include suspension or expulsion, consistent with the discipline code. The entire text of the North Attleborough School Department policy is available upon request.

### **Public Display of Affection**

Students at NAMS are expected to abide by the rules of decency and decorum and are therefore not allowed to hold hands, hug or otherwise display affection in a public setting.

## **Discipline Code**

### **Student Discipline Procedures**

The North Attleborough Public Schools believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct. The students in North Attleborough Public Schools are expected to maintain academic integrity and plagiarism of any kind will not be tolerated. The North Attleborough Elementary Schools utilize a Progressive Discipline approach for students demonstrating behaviors that disrupt the learning environment, show disrespect, or impact the safety of others. Discipline begins at the classroom level with the teacher working collaboratively with the parents/guardians of the students in order to encourage appropriate classroom behavior. If behaviors persist, the principal or assistant principal may become involved with increasing consequences and possible development of a behavior plan.

Principals and staff will not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students. The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The following procedures govern the imposition of disciplinary consequences that may remove the student from his/her regular school program for some period of time, in accordance with M.G.L. c. 71, ss. 37H, 37H ½ and 37H ¾ and 603 CMR 53.00. The goal of the following procedures is to limit the role of long term suspension as a disciplinary consequence and to encourage student and parent participation in maintaining appropriate school behavior.

- A. **In School Suspension:** A principal/designee may determine that a student's alleged misconduct should result in an in-school suspension, rather than a short term out of school suspension. In such a case, the principal shall inform the student of the nature of the offense and give the student an opportunity to explain or dispute the charge. If the principal decides that the student did violate school rules or policies, the student will be told of the length of the in-school suspension. On that same day, the principal shall make reasonable efforts to notify the parents orally of the offense, the reason for the decision to suspend in-school and the length of the suspension. As soon as possible, parents will be invited to a meeting to discuss the student's academic performance and ways to address the problem behavior. The parents and student will

also be provided with written notice of the suspension, the rationale for the suspension and its duration on the day of the suspension.

In school suspensions of ten days or more, consecutively or cumulatively for the school year will be considered long term suspensions, subject to the provisions for long term suspensions set out below.

**B. Suspensions/Expulsions for Possession of Drugs, Weapons or Assault on Staff or Pendency/Adjudication of Felony Charges.**

Under M.G.L. C. 71, s. 37H a school district may expel a student for listed offenses. Students charged with violations under this statutes will be provided with written notice of a hearing before the principal which shall include notice of the right to representation and the right to present evidence. The hearing will be taped recorded. A written decision will be issued by the principal and shall include notice of the student's right to educational services and to appeal an adverse decision to the Superintendent.

M. G. L. c. 71, s. 37H ½ allows a principal to suspend or expel a student who has been charged with or adjudicated responsible for a felony charge. The principal will provide written notice of a hearing to determine whether the student's continued presence in school would have a substantial detrimental effect on the school community. The hearing will be tape recorded. The student will have the right to representation and to present evidence on his/her behalf.

A suspended or expelled student is entitled to educational services as provided by the district's educational services plan.

**C. Short Term or Long Term Suspensions** for other reasons. M.G.L. C. 71, s. 37 H ¾ provides additional procedures for students who may be subject to short term (less than 10 days) or long term (more than ten days) of suspension out of school for conduct not covered by s 37 H or s. 37 H ½.

1. Prior to suspension, the student and parent must be provided with oral and written notice including the nature of the disciplinary offense, the basis for the charge, the potential consequences, the opportunity for a hearing to dispute the charges and present evidence, the time date and location of the hearing and the right to an interpreter, if necessary
2. If the student may be suspended long term, the hearing notice shall include the right to examine the student's record before hearing, the right to be represented, the right to cross-examine witnesses and the right to a recording of the hearing and to have an interpreter present, as necessary.
3. At hearing, the principal shall discuss the incident, the basis for the charge that school rules or policies were violated and other pertinent information. Both the student, and the parent, if present, may present information, including mitigating facts that should be considered by the principal in making the determination regarding the student's responsibility and consequences.
4. The principal shall notify the student and parent in writing of the decision and the reasons for it. If the student is to be suspended, the notice shall include the type and duration of the suspension and advise the student and parent of the student's

opportunity to make up school work or receive educational services offered in the district's plan during the suspension.

- a. If the penalty is a short term suspension, the decision will be provided as an addendum to the original notice of hearing. There is no appeal to the Superintendent.
- b. If the penalty is a long term suspension, the written decision will include the information regarding the incident, list the participants at the hearing, set out the principal's key findings and conclusions, and advise the student and parent of the opportunity to receive educational services during the suspension and of the right to an appeal to the Superintendent.

**D. Appeal to the Superintendent.** An appeal from a long term suspension must be filed within 5 days of the principal's decision. If an appeal is not filed within the 5 day limit, the Superintendent may deny the appeal, or grant a hearing at his discretion. The Superintendent will hold the appeal hearing within three days of the request for appeal, but may grant an extension of up to seven additional days, upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The Superintendent will make a good faith effort to include the parent in the hearing and send written notice of the date, time and place of the appeal hearing. The Superintendent will determine whether the student committed the offence and what, if any the consequence shall be. The Superintendent's hearing shall be recorded. The student will have the same rights accorded at the long term suspension hearing before the principal including the right to representation, to present evidence and to cross examine witnesses. A written decision shall be provided within 5 days of the Superintendent's appeal hearing in the form required for the principal's decision. There is no appeal from the Superintendent's decision.

**E. Emergency Removal.** If the principal/designee determines that the continued presence in school of a student poses a danger to persons or property or materially and substantially disrupts the order of the school, and there is no alternative available to alleviate the danger or disruption, the principal may remove the student from school prior to a hearing for a period not to exceed two school days in accordance with the following procedure:

- a. The principal will notify the Superintendent of the removal and the reasons for it, and will make immediate and reasonable efforts to notify the parents of the emergency removal orally to be followed by written notice which shall contain and provide information regarding the incident, the student's rights to due process and the date, time and place where a disciplinary hearing will be held;
- b. The hearing shall be held before the expiration of the two school days of emergency removal unless an extension of time is agreed to by the student, parent and the principal; and
- c. The principal shall take adequate measures to provide for the safety and transportation of a student removed on an emergency basis.

**F. Re-Entry Meeting.** At the end of a suspension or exclusion from school the student and his/her parent(s) will meet with the principal or designee to discuss the student's reentry to school, including behavioral expectations and any appropriate conditions for participation in school programs and activities,

**G. Educational Services.** The Principal, or his or her designee will notify the student and parent of a suspended about how the student may make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers, and projects. Additionally, the Education Service Plan will detail whatever tutoring, alternative placement, Saturday school, and online or distant learning are available. Any student who is expelled or subjected to a long suspension as defined herein will be provided with a list of alternative educational services. Upon the student or parent/legal guardian's selection of any alternative educational services the school or the District will help facilitate and verify enrollment in the service.

### **Disciplinary Consequences**

#### **Academic or Disciplinary Exclusion**

Administrators and teachers will reserve the right to deny attendance to any suspended student that they judge has not earned the privilege of participation in a school-sponsored event. School-sponsored events are identified as field trips, speakers, assemblies, and other special team activities. Any student who falls behind academically due to a lack of effort, chronically violates an academic contract, is truant, is a habitual offender of school rules and policies, is suspended two or more times, or has an unmet financial obligation to the school, may be placed on the exclusion list for special events, including grade 8 graduation ceremonies. The student and his/her parents will be notified. Every opportunity will be provided for parents to discuss the matter with the appropriate personnel.

#### **Teacher Detention**

All teachers handle their own detention for minor incidents occurring within the teacher's jurisdiction. Classroom teacher detention may be given because of a class disruption of a minor nature, for missing multiple homework assignments, for inadequate class preparation, etc. While teacher detention does not become part of a student's disciplinary record, it takes precedence over all school activities and is served after school for a period not to exceed forty-five minutes.

***Students are responsible to notify parents when they are assigned a teacher detention.*** If a student fails to appear for teacher detention, he/she will be referred to the Assistant Principal who will then assign an office detention. A teacher detention will be necessary the following day as well. Failure to comply shall result in an Extended Day detention.

#### **Office Detention**

When teachers exhaust the procedures of classroom discipline, a student is sent to the administration. A rude or defiant student is removed from the classroom immediately. Office detention will be assigned for misconduct of a more serious nature and for repeated misconduct of a lesser nature. A referral is submitted when a student is sent to the office for discipline. ***Students will be sent home with a written referral, and are responsible to notify parents when they are assigned office detention.*** Students serve office detention on the next scheduled session following the infraction. Office detention is held from 2:25 p.m. to 3:10 p.m. Students report to the school office immediately after the last school bell. Some causes for office detention are:

- Violation of school policy
- Excessive tardiness to school and/or class (more than three tardies per quarter)
- Class disruption/ misconduct
- Throwing or projecting objects
- Unauthorized absence from class

Students who have preset appointments after school must have administrative approval to have the detention postponed. Office detention students complete office or teacher-assigned work. Students who fail to report to detention or who cause disruption during detention earn an Extended Day detention. Students who have earned a detention may not participate in extracurricular activities on the day of detention.

### **Extended Day Detention**

Some causes for Extended Day detention are:

- Fighting or physical aggression (first offense)
- Unauthorized absence from school; walking out of school building (first offense)
- Truancy
- Smoking (first offense)
- Verbal or physical harassment of a peer
- Frequent non-compliance with school policy
- Obscene or profane language
- Dishonesty (lying, cheating, etc.)
- Chronic lack of academic effort
- Assignment to three or more out-of-school suspension days may result in an Extended Day to make up missed work.

Extended Day Detention is scheduled on Tuesdays and Thursdays, from 2:25 – 4:30 p.m. Students report to Extended Day with homework and needed supplies. ***Parents will be notified of their child's assignment to Extended Day.*** Because of the 4:30 pm dismissal, it is the parent's responsibility to arrange for transportation home. During Extended Day, students will not be allowed to converse, put their heads down on desks, or eat. Pre-assigned work will be completed during the two-hour period. Students who do not attend Extended Day Detention on the assigned date may be referred to Saturday Detention or may be suspended.

### **Saturday Detention**

Students who are habitual offenders of school rules, are in violation of an academic or behavior contract, or have served two or more Extended Day detentions, will be assigned a Saturday Detention. Saturday Detention is held at NAMS on designated Saturdays from 8:00 am to 12:00 pm. *Parents will be given at least 48 hours notice of their child's assignment to Saturday Detention to arrange for transportation.* Students serving Saturday Detention will report to the school's front lobby no later than 8:00 am on the assigned Saturday. Saturday Detention consists of administrator or teacher-assigned work that must be completed during the 4-hour period. During Saturday Detention, students will not be allowed to converse, put their heads down on desks, or eat. Students assigned to Saturday Detention will be expected to read, write and/or complete campus community service during the entire four-hour period. Students who do not attend an assigned Saturday Detention will be suspended and will be reassigned to the next scheduled Saturday Detention.

### **In-School-Suspension/ Out-of-School Suspension**

Some causes for a suspension are:

- Obscenity/profanity directed at staff.
- Insubordination or disrespect toward staff.
- Gross misconduct.
- Vandalism.
- Smoking.
- Use, transfer, or possession of alcohol at school or at a school function.
- Habitual offender of school policy,
- Theft of personal or school property.
- Threatening another student or engaging fear/creating an unsafe environment/intimidation
- The use of over the counter products that alter one's state of mind (e.g., caffeine pills/drinks).
- Fighting or physical aggression towards another.

Parents must readmit their children after an out-of-school suspension by attending a meeting with the Principal or Assistant Principal. Students will not be readmitted without this meeting.

### **Procedures for Disciplining Students with Disabilities**

In general, all students are expected to meet the requirements for behavior as set forth in the student handbook and the school's code of conduct. Special provisions are outlined below for students with a documented disability who have an Individualized Education Program (IEP) or a Section 504 Plan. The following requirements apply to the discipline of special education students:

1. The principal or designee will notify the Special Education Office of the suspendable offense of a special education student and a record will be kept of such notices.
2. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will convene to determine whether the student's conduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or a 504 Plan.
4. If the Team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education).
5. If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
6. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
7. North Attleborough Public Schools will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and district agree otherwise.

Students with disabilities who are eligible for accommodations under Section 504 of the Rehabilitation Act of 1973, are entitled to a manifestation determination using the same criteria as applied to special education students if a 504 student is suspended out-of-school for more than ten days. If the conduct is a manifestation of the student's disability, the student may not be suspended. If the conduct is not a manifestation of the student's disability, he or she may be suspended without further educational services.

## Dress Policy

The administration reserves the right to determine whether items of clothing are of a distracting nature or are in violation of the health standard and safety of the students attending the school. *Students in violation of the dress code will be required to change the offensive clothing item(s). This may require the student to call a parent, turn a shirt inside-out, or wear a jacket over the unacceptable item.* Habitual violators of this policy will receive disciplinary consequences. Decisions about the appropriateness of an item of clothing will be made in accordance with the following framework:

- Students may not wear clothing that endangers their own physical well-being or that of others.
- To safeguard the educational process, students may not wear clothing that is distracting to themselves or other students.

### **Some specific guidelines:**

- The hem of skirts and shorts must be no shorter than 5 inches above the knee.
- Hats/caps may not be worn inside the building except on officially designated 'hat days'.
- Shirts/blouses may not have straps thinner than a two inches, must not show cleavage and must completely cover the torso when a student stands, walks or sits.
- Students may not wear tank tops or muscle shirts.
- Clothing may not include words/phrases that are sexually suggestive, obscene, or promote the use of alcohol, tobacco, drugs, anti-Semitic or racist remarks or other inappropriate words or connotations.
- Pants or shorts may not have writing across the buttock area or holes higher than 5 inches above the knee.
- Tight leggings/yoga pants must be worn with longer shirts.
- Underwear may not show above or outside clothing, (e.g. bra straps, boxer shorts, etc.)
- Foot covering must be worn at all times. Open toed sandals are acceptable, but flip-flops are unsafe and may not be worn. Shoes with wheels are not allowed.
- Clothing may not include items that might endanger student safety—e.g. pins, chains, etc.

### **P.E Dress Code**

- All students participating in P.E. must change clothes for class.
- A change of clothes is defined as a different top and bottom than what was worn to school and a pair of NON-MARKING sneakers. Students must wear appropriate undergarments.
- P.E. clothes may not be worn to school before P.E. class or worn home after class.
- P.E. clothes follow the same rules as the regular dress code (see above).
- Students may not bring any jewelry/ valuables to class. The P.E. Department is not responsible for lost or stolen property.
- Toiletries may not be in glass or aerosol containers. Spray perfumes are not allowed!

Dress code exceptions may be granted for special events with prior permission of the administration.

## Bus Rules

Bus transportation is free for all sixth grade students who live 2 or more miles away from NAMS. Please refer to the school district's fee-based bus transportation information found at [www.naschools.net](http://www.naschools.net) for details as to fees for 7<sup>th</sup> grade students and sixth graders who live less than two miles from school.

Please note that *all rules that pertain to the school also pertain to the bus.*

**A student may only ride the bus officially assigned to him/her.** A pupil's privilege to ride on a bus may be forfeited for a designated period of time, if, in the judgment of the Principal or Assistant Principal, the seriousness of an offense warrants a forfeit of the riding privilege. The driver is in full charge of the bus and pupils. Pupils must remain seated while the bus is in motion. Pupils must obey the driver promptly and willingly.

### **Not Allowed:**

- Extending head, hands, or arms out of the windows whether the school bus is in motion or standing still.
- Any misconduct that intends to distract the bus driver or causes concern for safety.

Bus drivers will notify the Principal or Assistant Principal of any bus misconduct. Consequences for bus referrals are based on school behavior policies and may include a temporary or indefinite loss of transportation privileges.

Buses are scheduled to arrive and depart in accordance with the school's schedule. For students who have a bus pass, a "late bus", leaving school at approximately 3:15 pm is available Tuesday through Thursday to accommodate students who stay after school for detention, extra help, or extracurricular activities. The late bus covers the entire district, therefore having a limited number of stops.

## Student Drop Off and Pick Up

Parents who choose to drive to school to drop off or pick up students are asked to:

- Drop off students no earlier than 7:25 am—that's when supervision is available—the building will not be accessible to students until that time.
- *Use the back parking lot only. Students may not be dropped off at the front of the school.* That area is reserved for buses only.
- Follow staff directions at all times. We are there for student safety!!!
- Please drive *the posted 5 mph* and watch for pedestrians!
- Please stay within the drop off lanes. *Cars are asked to drive all the way forward to Door C regardless of the door the student will enter.* Students may leave their car as soon as the line of cars is as far forward as possible.
- If a student is dropped off in the second lane, where there is no curb, he/she must *walk directly to the nearest crosswalk and follow crossing directions.*
- To pick up students, parents are asked to park in the back parking lot and wait for their child to use the crosswalk.

## Cafeteria

The lunch period is an opportunity to eat with Academic Team friends. Students are expected to use good manners and follow the cafeteria rules:

- Wait in line in the servery area.
- Use the school ID cards/number provided to purchase food items.
- Students must remain in their original seat throughout the entire lunch period.
- Trays and their contents are to be returned to the appropriate location.
- Tables and adjacent areas are to be neat and clear before exiting the cafeteria. *No food or drink is to be taken outside the cafeteria at any time.*
- Students will line up in an orderly manner.
- Students are not allowed to bring or have soda in school, except for field trips.
- Coffee and energy drinks are not allowed.
- Exchanges or refunds on purchased items are not allowed.
- Students who litter or otherwise misbehave in the cafetorium will be assigned to clean up their area.

### **Lunch**

School lunches are available from any one of four lunch stations. Students may choose a main entrée item, vegetable, fruit OR dessert and milk. Snacks, juices and ice cream may be purchased separately. There are also snack and beverage machines located just outside the cafeteria. Charging a lunch will not be permitted. In an emergency, a student without money may choose either a peanut butter & jelly, or a jelly & marshmallow spread sandwich and milk. No other choice can be allowed. Your cooperation is necessary and appreciated.

### **Lunch Tickets**

Lunch tickets cover 10 lunches and cost \$22.50 each. They may be purchased from the cafeteria staff beginning at 7:15 a.m or a check may be dropped off in the gray Food Service box on the front office counter. Checks or money orders are preferred, made out to the N.A. Middle School Lunch Program. However, once a personal check is returned for any reason, only cash will be accepted for the remainder of the year. A returned check will incur a \$25 fee. If you have any questions or concerns about the lunch program, or free and reduced ticket applications, you may call the Food Service Dept. 508-643-2104.

### **Breakfast Program**

Breakfast is served in the cafeteria from **7:25 to 7:40 am** daily. Students may also purchase fresh fruit, yogurt, juices and milk. This is a convenient service for those who cannot find the time to eat at home.

## Inclement Weather Information

### **One or Two Hour Delays**

On some mornings, road or weather conditions may warrant a delay in the opening of schools. If this decision is made, all schools will open one or two hours later than the usual time and all buses will run accordingly. All schools will close, however, at regularly scheduled times. Please listen to radio stations WBZ (1030 AM) or WPRO (630AM) or watch the local TV channels for notification. The information is also posted at [www.naschools.net](http://www.naschools.net)

### **No School**

In the event that school is called off because of inclement please listen to radio stations WBZ (1030 AM) or WPRO (630AM) or watch the local TV channels for notification. The information is also posted at [www.naschools.net](http://www.naschools.net)

**Policies and Contacts**

Copies of our policies and procedures are available in the Principal's office and are available upon request.

The North Attleborough Public School District provides Equal Educational Opportunities without regard to race, color, sex, religion, national origin, sexual orientation and disability.

If you believe your child is being discriminated against in any manner, you may contact:

*Scott Holcomb, Superintendent*

*504 Coordinator*

*Woodcock Administration Building*

*6 Morse Street*

*508-643-2100*

*For Sexual Harassment Contact*

*Lori McEwen, Assistant Superintendent*

*North Attleborough Public Schools*

*6 Morse Street, North Attleborough*

*508-643-2100*

You may also contact:

*U.S. Department of Education*

*Office for Civil Rights*

*33 Arch Street*

*Suite 900*

*Boston, MA 02110-1491*