School Committee Meeting

July 27, 2016

Superintendent’s Conference Room

Open Session
7:00 P.M.
Town of Reading  
Meeting Posting with Agenda

Board - Committee - Commission - Council:  
School Committee

Date: 2016-07-27          Time: 7:00 PM
Building: School - Memorial High        Location: Superintendent Conference Room
Address: 82 Oakland Road

Purpose: Open Session
Meeting Called By: Linda Engelson on behalf of the Chair

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

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

Topics of Discussion:

7:00 p.m. A. Call to Order
7:05 p.m. B. Public Comment
7:10 – 7:15 p.m. C. Consent Agenda  
- Approval of RMHS Drama Field Trip – Broadway  
- Accept a Donation to RMHS  
- Approval of Minutes (July 18, 2016)
7:15 – 7:20 p.m. D. Reports  
1. Students  
2. Liaison/Sub-Committee  
3. Superintendent  
- Litigation Update  
4. Assistant Superintendent  
5. Director of Student Services  
6. Director of Finance
7:20 – 7:40 p.m. E. New Business  
1. School Activity Account & End of Year Audit Report  
7:40 – 8:00 p.m. 2. Approval of the RMHS Student Handbook  
3. F. Old Business  
8:00 – 8:20 p.m. 1. Director of Finance Recommendation & Vote  
8:20 – 9:00 p.m. 2. Second Reading and Approval of Revised Policies – EBC, GBEC, IHAMB, JLCD and JICH & JICH-R  
9:00 – 9:45 p.m. 3. Continued Discussion FY18 Budget

G. Information

H. Routine Matters  
1. Bills & Payroll Warrants

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

I. Future Business

9:45 p.m. J Adjourn

9:45 p.m. K Executive Session
TO: 
Reading School Committee

FROM: 
John F. Doherty, Ed.D.
Superintendent of Schools

DATE: 
July 25, 2016

TOPIC: 
Approval of RMHS Drama Field Trip

At our meeting on Wednesday evening I will ask the School Committee to approve the annual RMHS Drama field trip to New York City in May, 2017.

I have met with RMHS teacher Kristin Killian, who has run these trips for many years, to discuss the trip.

If you have any questions, please contact me.
To: John Doherty, Superintendent of Schools

From: Adam D. Bakr, Principal

Date: July 27, 2016

Subject: Proposed Trip to New York City

May this letter serve as support for Kristin Killian, and her desire to escort members of the Drama Club to New York City. Eligible drama students are from the sophomore, junior and senior classes. Approximately 30-40 students usually sign up, along with 6-7 chaperones.

It will be a 24 hour trip to New York City. Students and chaperones will attend a Broadway musical. They will attend a matinee and an evening performance.

Students and chaperones will depart on Saturday, May 20th at 7am and return Sunday, May 21st at 4 am. They will be travelling by bus.

This trip provides an opportunity for students to advance their knowledge and experience in the drama world.

I respectfully request you approve this worthwhile trip.
Reading Public Schools
Field Trip Plan

1. Trip Coordinator____Killian_________________ School______RMHS____ Grade(s) Attending_10-12_

2. Destination___New York City (Broadway)_____________________________________________________

3. Type of Trip: Day__x__ Extended____ Overnight_____ Out of State____ International_____

4. Purpose of Trip__To see 2 Broadway musicals_____________________________________________________

5. Date(s) of Trip__May 20-21, 2017____ Time of Departure_7:00 am___ Time of Return_4:00 am_____

6. Cost of Trip__$300________________ Will there be fundraising?__x____ If yes, please attach plan.

7. No. of Students Attending_45____ No. of Teachers __2________ No. of other adults_4-5_____

8. Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks____Yes_________

9. Transportation Required (Circle): Bus Train Boat Plane Private Car Other

10. Name of Company Providing Transportation_Boston Common Coach_____________________________

11. If this is an overnight trip, is the bus driver getting sufficient rest in accordance with federal regulations and common sense?____Yes__________________________

12. Departure Information (location and carrier)_____________________________________________________

13. Return Trip Information (location and carrier)_____________________________________________________

14. Food and Lodging (if applicable) will be provided by_______________________________________________

15. Address and Phone No. of Lodging (if applicable)_______________________________________________

16. Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)? ____________________ If yes, attach a copy of the policy.

17. If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water. Yes__________ No__________ N/A____________

18. Please describe below the educational alternative for those students who will not be attending the trip.

N/A
19. Please describe the process that will be used to determine student eligibility for the trip. Students who have lettered in drama. There is a limit (due to the bus size) so it’s first come-first serve.

20. Please attach the following to this document:
   a. A detailed itinerary of the trip
   b. Signed state ethics financial disclosure forms from all teachers whose field trip cost will be covered. This is for any field trip where the cost per person is over $50. To access the form, go to http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/ and complete Form 11d, Disclosure of Travel Expenses for Non-Elected/Appointed Employee required by 930 CMR 5.08(2)(d)1.
   c. A copy of any contract associated with the field trip.
   d. A list of all adults who will be chaperoning the field trip.

The Following Section is for Out of Country Field Trips Only
A. Are there any current travel warnings or advisories issued by the State Department? Please go to www.cdc.gov or www.travel.state.gov. Yes________ No__________

If yes, please explain______________________________________________________________

B. Have you purchased medical insurance for each day of an out of country field trip? Yes___ No___
   (attach a copy of the policy)

C. Is medical preclearance required? Yes________ No__________

D. Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States? Yes____ No________

E. Copies of all students’ passports shall be maintained by the Trip Coordinator.
F. At least one staff member accompanying the students must have a phone number with international service.

Name of Staff Member______________________________________________________________

Telephone Number_______________________________________________________________

______________________________

To be completed by Reading Public School Administration

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

21. APPROVED____________________ DATE 7/25/14
   Principal (For All Field Trips)

22. APPROVED____________________ DATE 7/25/14
   Superintendent of Schools (For All Extended, Overnight, Out of State, and International Field Trips)

School Committee Approval Date (For Overnight, Out of State, and International Field Trips) __________
BROADWAY TRIP 2016

Date: 04/09/16 - 04/10/16

Transportation provided by:
BOSTON COMMON COACH
BOSTON MA 1-877-723-3833

Show Times
Matinee @ 2:00
Evening @ 8:00

SCHEDULE

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<td>7:15 am/Saturday</td>
<td>Depart RMHS</td>
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<tr>
<td>11:00 pm</td>
<td>Depart NYC</td>
</tr>
<tr>
<td>4:15 am/Sunday</td>
<td>Arrival time at RMHS (approximate)</td>
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DRESS CODE: 'dressy' casual - NO JEANS, NO SHORTS!

YOU WILL NEED (for the bus): bag lunch
water/drink; snacks
pre-approved DVD's

IN NYC: spending money (optional)

WEATHER: 45 degrees; mostly cloudy

REMINDER: cell phones must be turned off during

Questions: email Miss Killian at kristin.killian@reading.k12.ma.us
TO: Reading School Committee
FROM: John F. Doherty, Ed.D. 
Superintendent of Schools
DATE: July 26, 2016
TOPIC: Accept a Donation to RMHS

At our meeting on Wednesday night I will ask the School Committee to accept a donation from the RMHS Band Parents Organization in the amount of $2900 to be used to support coaching assistants for the fall marching band and Color Guard at Reading Memorial High School.

If you have any questions, please contact me.
July 21, 2016

Martha Sybert  
Director of Finance & Operations  
82 Oakland Road  
Reading MA 01867

Dear Ms. Sybert,

Please find enclosed a check for $2400 as a donation from the RMHS Band Parent Organization to the Reading Public Schools, specifically to Reading Memorial High School. This donation supports the expenses associated with coaching assistants for the fall marching season.

Thank you, Dr. Doherty and the school committee, for the continued support of our mutual goal of promoting the musical education of RMHS Students.

Sincerely,

Debb Voegelin  
RMHS BPO Co-Treasurer
July 21, 2016

Martha Sybert
Director of Finance & Operations
82 Oakland Road
Reading MA 01867

Dear Ms. Sybert,

Please find enclosed a check for $500 as a donation from the RMHS Band Parent Organization to the Reading Public Schools, specifically to Reading Memorial High School. This donation supports the expenses associated with the coaching assistant for Fall Color Guard.

Thank you, Dr. Doherty and the school committee, for the continued support of our mutual goal of promoting the musical education of RMHS Students.

Sincerely,

[Signature]

Debb Voegelin
RMHS BPO Co-Treasurer
Topics of Discussion:

I. Call to Order

Chair Borawski called the School Committee to order at 7:05 p.m.

Mrs. Borawski asked for a moment of silence to honor Jolene Tewksbury. Mrs. Tewksbury was a grade 4 teacher at Birch Meadow who passed away suddenly last week.

II. Recommended Procedure

A. Public Input

Chair Borawski asked for public input on items not on the agenda.

There was none.

B. New Business (out of order)

Award of Contract

Dr. Doherty reviewed the Janitorial Service memorandum. He shared that three vendors participated in the walkthrough of Reading Memorial High School but only one vendor responded. The non-responsive vendors declined to submit a...
proposal due to the immediate need to begin summer cleaning work at Reading Memorial High School. The contract is to provide cleaning services at Reading Memorial High School and Coolidge Middle School. The terms of the contract will be for one year with an option to pick up two additional, one year options.

**Mr. Robinson moved, seconded by Mrs. Webb, to authorize the Superintendent to enter into contract with Complete Cleaning Company to provide janitorial services for the Reading Public Schools.**

Dr. Snow Dockser asked if the references had been checked.

Kevin Cabuzzi said the references have been checked and they are very strong.

**The roll call vote carried 5-0. Mr. Robinson, Dr. Nihan, Mrs. Borawski, Mrs. Webb and Dr. Snow Dockser.**

**Water Quality Update**

Dr. Doherty handed out information from the latest round of testing and reviewed the document. It has been determined that the problem is in the faucets and not the pipes. The Superintendent pointed out that due to the continued collaboration between the schools and town a serious problem is being addressed in a timely manner.

The next steps, which are already in progress, include capping all the faucets/bubblers in the classrooms at the Killam School as well as at Birch Meadow and Coolidge.

Another round of testing will be done well before school begins at the end of August. Mrs. Webb asked how far along we were in capping the faucets/bubblers. Mr. Cabuzzi said we had currently done approximately 40 at Killam and have a total of about 70 between the three schools.

Mr. Robinson asked about budget implications. Dr. Doherty has had discussions with Mr. Huggins who is confident that the remediation can be addressed within the budget.

Chair Borawski asked if there is a plan in place for ongoing monitoring. Dr. Doherty indicated that the plan is to test 1/3 of the faucets in each school every year.

Mr. Cabuzzi added that the pipes have been stopped at the wall as well.

**C. Consent Agenda**

Mrs. Borawski reviewed the consent agenda and asked if any members would like any items removed from the consent agenda.

- Accept Donations from RMHS PTO – Student Agendas
- Accept a Donation from RMHS PSST – Improvosaurus Instructor
Accept a Donation from the Young Women’s League of Reading to Parker Middle School
Accept a Donation from the Parker PTO - Technology
Approval of Open Session Minutes (June 25 and June 27, 2016)

Mr. Robinson moved, seconded by Dr. Snow Dockser, to approve the consent agenda. The roll call vote carried 5-0. Mr. Robinson, Dr. Nihan, Mrs. Borawski, Mrs. Webb and Dr. Snow Dockser.

D. Reports

Liaisons

Dr. Snow Dockser reported on the recent Human Relations Advisory Committee meeting with two members of the Board of Selectmen. She said it was a productive conversation. The next meeting of the HRAC will be on August 4th and the group will have a booth at the Town Street Faire in September.

Mrs. Borawski updated the Committee on the recent Recreation Committee meeting. The Birch Meadow Lighting Project is on hold, Sunday field usage will be addressed in the future and the Killam Field Renovation is back on track.

Mrs. Borawski provided an update from Mrs. Joyce, who is the Committee’s liaison to the Selectmen that the Board continues to discuss the override.

Assistant Superintendent

Mr. Martin updated the Committee on the Science curriculum. In Grade 6 this coming year, we will be fully implementing a spiraling, integrated curriculum to align with the state’s new standards for science and engineering. Through the work and guidance of our science teachers, we have decided to use McGraw-Hill’s Glencoe iScience resources to support the curriculum. These resources are aligned specifically with the Massachusetts standards, include interactive digital resources that will be fully accessible to students, and will provide the necessary curriculum resources for teachers to provide an inquiry-based, hands-on science experience.

For Grades 7 and 8, we will also be piloting the digital resources of Accelerate Learning’s STEMscopes, (which was developed with Rice University) and Explore Learning’s Gizmos. Again, these resources are aligned with the MA standards, provide additional readings for various reading levels, support project-based lessons, and include interactive simulations, visualizations, and graphing tools for various key topics in the science curriculum.

He went on to update the Committee on summer professional development activities. Several staff members attended the International Literacy Conference in Boston; there is science PD and training going on in the district as well as curriculum work and the Home Grown Writers Workshop.

Mr. Martin and Dr. Doherty attended the recent MASS Executive Institute last week where a team which included principals and administrators from RPS
presented on MTSS implementation. Mr. Martin said that our district is seen as a trailblazer in addressing the social emotional health of our students.

Superintendent

Dr. Doherty updated the Committee on the website rollout. Website training sessions have been held and gradebook training will be held later in the week. Several teachers from each school will be trained and they will in turn train others.

Dr. Doherty next updated the Committee on the elementary enrollment.

Dr. Doherty wanted to commend the Birch Meadow staff on how they have worked together to support each other in the wake of the sudden death of grade 4 teacher Jolene Tewksbury. He thanked new principal Julia Hendrix for the job she has done to support the Birch Meadow community. There was a strong presence at the wake and funeral and Birch Meadow has held two open houses for the Birch Meadow community to come by to leave cards and thoughts.

Mrs. Webb pointed out that the Superintendent’s evaluation by the School Committee is progressing and will be presented at a future meeting.

E. New Business

RCTV Presentation

John Carpenter, School Committee liaison to RCTV updated the Committee on the goings on at RCTV. He provided an overview of what RCTV was and their role in the community. They provide public access, educational and government programming covering several board and committee meetings. They also air many member-produced shows and member-requested and supplied videos. They have two outlets in Reading – Verizon and Comcast. Recorded meetings are available on YouTube and RCTV’s website.

The Chair thanked Mr. Carpenter for presenting.

First Reading of Policies EBC, GBEC, IHAMB and JLCD

Policy EBC

Mr. Robinson moved, seconded by Mrs. Webb, to approve and accept the first reading of revised Policy EBC – Emergency Plans.

Dr. Doherty shared that these policies are being revised due to the new Opioid Law that took effect earlier this year. The policies reflect changes recommended by MASC.

Mr. Robinson began the first reading of Policy EBC.

Dr. Snow Dockser moved, seconded by Mrs. Webb, to waive the reading of the policy. The roll call vote carried 5-0. Mr. Robinson, Dr. Nihan, Mrs. Borawski, Mrs. Webb and Dr. Snow Dockser.
Dr. Snow Dockser asked about Narcan. Dr. Doherty stated that it is covered in a different policy.

The roll call voted carried 5-0. Mr. Robinson, Dr. Nihan, Mrs. Borawski, Mrs. Webb and Dr. Snow Dockser.

Policy GBEC

Mr. Robinson moved, seconded by Mrs. Webb, to approve and accept the first reading of revised Policy GBEC – Drug Free Workplace

Mrs. Webb moved, seconded by Mr. Robinson, to waive the readings of the remaining policies.

Dr. Snow Dockser pointed out a typographical error to be corrected in #4 of the policy.

The roll call vote carried. Mr. Robinson, Dr. Nihan, Mrs. Borawski, Mrs. Webb and Dr. Snow Dockser.

Policy IHAMB

Mr. Robinson moved, seconded by Mrs. Webb to approve and accept the first reading of revised Policy IHAMB – Teaching about Drugs, Alcohol and Tobacco.

Mrs. Borawski asked about the policies being posted on the website as mentioned in the policy. Dr. Doherty said our policies are currently posted on our website; however these policies will be posted in a more visible location.

Mrs. Webb asked that the word “nicotine” be added with tobacco.

Dr. Snow Dockser asked that the word “children” be removed in 3rd paragraph and first bullet to just read …youth and that a comma be added in the first bullet after “prevent”.

Mrs. Webb asked if Erica McNamara has reviewed these policies. Dr. Doherty said she has not and would ask her to review them.

The roll call voted carried 5-0. Mr. Robinson, Dr. Nihan, Mrs. Borawski, Mrs. Webb and Dr. Snow Dockser.

Policy JLCD

Mr. Robinson moved, seconded by Mrs. Webb to approve and accept the first reading of revised Policy JLCD – Administering Medication to Students

Dr. Doherty said the biggest changes in this policy are the reference to Narcan and student administered medication.
Mrs. Webb asked about medical marijuana and if it had to be administered during school hours if it would be done under the nurse’s supervision.

The answer was yes.

Mr. Robinson pointed out that Narcan is continually evolving and would like broader wording used in case another product becomes available.

Dr. Doherty suggested … or other opioid suppressant medication.

The roll call voted carried 5-0. Mr. Robinson, Dr. Nihan, Mrs. Borawski, Mrs. Webb and Dr. Snow Dockser.

Dr. Doherty said the revisions will be made and the second reading of these policies will take place on July 27th. He also said that he will ask the Committee to hold the first reading of the Chemical Health Policy on Monday evening.

F. Old Business

FY18 Budget Preparation

Dr. Doherty reviewed the FY18 budget discussion that was begun at the School Committee retreat. He indicated that he and the Chair have had several discussions on how to move forward.

Dr. Doherty started the presentation providing a glimpse into the FY18 budget. The model he used was for an increase of .70% which would lead to a shortfall of approximately two million dollars (structural deficit).

The Superintendent reviewed the challenges facing the district over the next few years and the resources needed to continue to move the district forward including retaining and attracting staff, developing well balanced and prepared students for career and college, supporting teachers and administrators as we transition to more rigorous standards and curriculum, continuing to improve our special education services and indistrict programs, identifying long term space needs to address program changes and to remain competitive with area schools.

The School Committee continued discussion regarding the resources needed to address challenges and the structural deficit.

Mr. Robinson pointed out that challenge #6 – remaining competitive with area schools appears in most of the resources needed. Dr. Doherty said that it is important to make the district strong and appealing to staff and students.

Mr. Robinson asked when the grants expire. The answer was that we are entering the 3rd of a 5 year grant. He asked if most districts had a Director and Assistant Director of Special Education. The answer was yes.

Mrs. Borawski appreciated the transparency regarding the grant funded positions pointing out the grant will run out and the district will work diligently to keep the position of Data Analyst and Administrator of Social-Emotional Learning funded.
Mrs. Webb also referred to Special Education Leadership stating it is important to have the resources to meet the needs of our students. She feels the same way about the curriculum specialists/leadership positions.

Mr. Robinson asked what the aggregate amount that is spent on department head salaries. The Superintendent said he would provide this information.

Dr. Snow Dockser would like to add challenge #1 – retaining and attracting staff to Special Education Leadership and additional clerical support. She would like to add the word “life” to challenge #2 – Developing well balanced and prepared students for college and career.

Mrs. Borawski asked if the figure of $150,000 would be enough for additional support for struggling students. Dr. Doherty feels it is although a very conservative number.

Harry Wheeler, resident, asked how the .70% increase was determined. Dr. Doherty said the Town Manager determined the number after the accommodated costs were taken out.

He also asked for clarification on the information presented on the Resources needed to address challenges and structural deficit.

Dr. Doherty reviewed each line item.

Mr. Wheeler suggested more details in the chart for the general public.

Mrs. Borawski thanked Mr. Wheeler for his input.

Mrs. Borawski reviewed the calendar and said the committee would continue the discussion on the FY18 budget and asked the members to concentrate on the resources slide. She is hoping to vote on this matter on Wednesday, July 27th.

III. Routine Matters

a. Bills and Payroll (A)

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b. Calendar

IV. Information

V. Future Business

VI. Adjournment
Mr. Robinson moved, seconded by Mrs. Webb, to adjourn. The roll call vote carried 5-0. Mr. Robinson, Dr. Nihan, Mrs. Borawski, Mrs. Webb and Dr. Snow Dockser.

The meeting adjourned at 9:30 p.m.

**NOTE:** The minutes reflect the order as stated in the posted meeting agenda not the order they occurred during the meeting.
MEMORANDUM

TO: Reading School Committee
FROM: Martha Sybert
DATE: July 22, 2016
RE: FY2015 Independent Audit Reports

At the Reading School Committee meeting on July 27th, we will provide the Committee with a report on the compliance audits for the End of Year Report, Student Activities Account (RMHS) and the Federal Single Audit. Melanson Heath performed all three audits for Fiscal 2015.

End of Year Report

Every Massachusetts school district is required to arrange for and undergo an independent audit of its financial records, to include using the Department of Elementary & Secondary Education Compliance Supplement, and submit the report of this audit to the Massachusetts Department of Elementary & Secondary Education (DESE).

The audit must be conducted by an independent public accounting firm based on the compliance requirements, audit objectives and suggested audit procedures contained in this Compliance Supplement for Massachusetts School Districts (Compliance Supplement). Melanson Heath performed the audit for Reading Public Schools. The audit report is attached.

There were two findings. Sharon Angstrom, Town Accountant, and I met to review the audit findings. We agreed with the finding and Melanson Heath’s recommendation that an amendment be filed to correct these issues. The amendments were filed on June 2, 2016.

Student Activities Account – Reading Memorial High School

Chapter 71 Section 47 of the General Laws of Massachusetts requires that an annual audit shall be performed on Student Activity Accounts. Reading Public Schools engaged Melanson Heath to perform the compliance audit for the Reading memorial High School Student Activity Account for fiscal 2015. There were six audit findings. Their report is attached.
Dr. Doherty, Principal Bakr and I met to discuss the audit findings and determine next steps to begin implementing the audit recommendations.

The Single Audit

The Federal Government provides grants to State, local and tribal governments, colleges, universities and other non-profit organizations (non-Federal entities). The Single Audit Act of 1984 (with amendment in 1996) and OMB Circular A-133 ("Audits of State, Local Governments, and Non-Profit Organizations") provide audit requirements for ensuring that these funds are expended properly.

All non-Federal entities that expend $500,000 or more of Federal awards in a year ($300,000 for fiscal year ending on or before December 30, 2003) are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, OMB Circular A-133, the OMB Circular Compliance Supplement and Government Auditing Standards. A single audit is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs.

Each year the Town of Reading is required to have a compliance audit of its federal programs. The School Department federal grants are included in this annual compliance audit. This audit was performed by Melanson Heath. There were no audit findings and their opinion letter and audit report are attached.

We will be prepared to discuss this report in greater detail at Wednesday’s meeting and to answer any additional questions you may have. Please feel free to contact me if you have specific questions you would like addressed or if you need additional information.
Fiscal 2015 Audits

July 25, 2016

Audit Summary

- There were three independent compliance audits for Fiscal 2015
  - End Of Year Report
  - Student Activities Account (RMHS)
  - The Federal Single Audit.
- Melanson Heath performed all three audits for Fiscal 2015
End Of Year Report

- Every Massachusetts school district is required to have an audit of their End Of Year Report
- Melanson Heath performed the compliance audit
- There were two audit findings with Schedule 1
  - Amendments were files with DESE to correct the revenue reporting errors
  - An amendment was files to correct the understatement of Town costs for regional school assessment

Student Activity Account (SAA) - RMHS

- District is required to have annual audit of SAA’s
- Audit can be performed by internal personnel if they are independent of SAA
- At least once every three years the procedures should be performed by an outside independent auditor if student activity balances exceed $25,000
  - Fiscal 2015 - RMHS
  - Fiscal 2016 - Parker Middle School
  - Fiscal 2017 - Coolidge Middle School
Student Activity Account (SAA)- RMHS

Audit Finding Recommendations

1. Upgrade the student activity fund financial management system to a software package with better reporting capabilities
   - We currently use Quicken 2007
   - Will work with Town Treasurer to determine suitable upgrade

2. Enhance Student Activity Fund Procedural Manual
   - Will work with School Committee to update policy JJF and develop guidelines for Student Activity Account

Student Activity Account (SAA)- RMHS

Audit Finding Recommendations cont.

3. Improve Student Activity Fund Reconciliation Procedures
   - Monthly bank reconciliations are done for the agency and treasury account
   - Begin reconciling balance to MUNIS
   - Implement process to reconcile to Advisor records

4. Provide Ongoing Training to Student Activity Advisors
   - Implement training at start of year with mid-year check-in
   - Bookkeeper and Principal to attend The Abrahams Group Training
Student Activity Account (SAA)- RMHS

Audit Finding Recommendations cont.
5. Close Inactive and Graduated Class Accounts
   - Implement a periodic review of accounts
   - Work with Advisor/Student Officer to close account
6. Resolve Deficit Balances in Student Activity Accounts
   - Research deficit account balances and resolve as appropriate

The Federal Single Audit

- Town of Reading is required to have a compliance audit of its federal programs as we exceed the $500,000 threshold
- School Department federal grants are included in this annual compliance audit
- Audit was performed by Melanson Heath
- There were no audit findings
Audit Summary

- Questions?
TOWN OF READING, MASSACHUSETTS


For the Year Ended June 30, 2015
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<td>INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES OVER COMPLIANCE APPLICABLE TO MASSACHUSETTS SCHOOL DISTRICTS' END-OF-YEAR FINANCIAL REPORT</td>
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<td>SCHEDULE OF FINDINGS</td>
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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES OVER COMPLIANCE APPLICABLE TO MASSACHUSETTS SCHOOL DISTRICTS' END-OF-YEAR FINANCIAL REPORT

To the School Committee
Reading, Massachusetts

We have performed the procedures enumerated below, which were agreed to by the management of the Town of Reading, Massachusetts, solely to assist the Town and the Massachusetts Department of Elementary and Secondary Education (ESE) evaluate the Town's assertion that it has complied with the ESE requirements applicable to the preparation and filing of a Massachusetts School Districts' End-of-Year Financial Report. The Town's management is responsible for the End-of-Year Financial Report. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below for the purpose for which this report has been requested or for any other purpose.

We performed the procedures specified in the Massachusetts Department of Elementary and Secondary Education’s Compliance Supplement for Massachusetts School Districts Agreed Upon Procedures Engagements to the End-of-Year Financial Report prepared by the Town of Reading, Massachusetts for the fiscal year ended June 30, 2015. We have listed instances of noncompliance in the accompanying Schedule of Findings.
We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the End-of-Year Financial Report. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town and the ESE and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Melanson Heath
June 9, 2016
# Schedule of Findings

<table>
<thead>
<tr>
<th>Finding Number</th>
<th>Applicable ESE Compliance Step</th>
<th>Finding</th>
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<td>1.</td>
<td>1,2</td>
<td><strong>Properly Report Revenues on Schedule 1</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Care and Assistance revenue of $182,235 was not reported on line 101. In addition, Prior Year Unexpended Encumbrances reported on line 60 was overstated by $20,329.</td>
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<tr>
<td></td>
<td></td>
<td>Also, $2,567 of state grant revenue was misclassified on Schedule 1. As such, ESE Administered State Grants reported on line 510 and ESE Administered Federal Grants reported on line 300 were understated and overstated, respectively.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Furthermore, Other Local Receipts reported on line 650 was overstated by $10,000.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Recommendation</strong></td>
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<tr>
<td></td>
<td></td>
<td>We understand an amendment has been filed to correct these issues.</td>
</tr>
<tr>
<td>2.</td>
<td>6</td>
<td><strong>Properly Report Town Costs on Schedule 1</strong></td>
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<tr>
<td></td>
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<td>Regional School Assessments reported on line 2270, column 5, was understated by $80,881.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Recommendation</strong></td>
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<tr>
<td></td>
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<td>We understand an amendment has been filed to correct this issue.</td>
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READING PUBLIC SCHOOLS

Independent Accountants’ Report on Applying Agreed-Upon Procedures in Accordance with the Massachusetts Department of Elementary and Secondary Education Agreed Upon Procedures and Audit Guidelines: Student Activity Funds

June 30, 2015
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<td>SCHEDULE OF FINDINGS</td>
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<td>APPENDIX A: MASSACHUSETTS DEPARTMENT OF SECONDARY AND ELEMENTARY EDUCATION AGREED UPON PROCEDURES AND AUDIT GUIDELINES: STUDENT ACTIVITY FUNDS</td>
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INDEPENDENT ACCOUNTANTS’ REPORT ON APPLYING AGREED-UPON PROCEDURES IN ACCORDANCE WITH THE MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION AGREED-UPON PROCEDURES AND AUDIT GUIDELINES: STUDENT ACTIVITY FUNDS

To the Superintendent and School Committee
Reading Public Schools

We have performed the procedures enumerated below, which were agreed to by the School Committee and management of the Reading Public Schools, solely to assist the School Committee in evaluating the School’s assertion that it has complied with the requirements set forth in the Massachusetts Department of Elementary and Secondary Education’s (DESE) Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds (see Appendix A). Reading Public Schools’ management is responsible for compliance with these guidelines. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below for the purpose for which this report has been requested or for any other purpose.

We performed the procedures specified in the Massachusetts Department of Elementary and Secondary Education’s Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds to the student activity fund records maintained at Reading Public Schools for the 2014-2015 school year. We have listed noncompliance of the agreed-upon procedures in the accompanying Schedule of Findings.
We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the student activity fund financial statements. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the School Committee and management of the Reading Public Schools and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Melanson Heath
______________, 2016
SCHEDULE OF FINDINGS

1. **Update Student Activity Fund Accounting Software**

   *Applicable DESE Guideline Step:* 1.C, 1.D

   The Director of Finance and Operations maintains a record of student activity fund annual activity and year-end balances outside of the student activity financial software. Although this appears to be a duplication of efforts, it is necessary as the current accounting software used by the School Department, Quicken 2007, does not produce reliable reports necessary for reconciliation and control procedures.

   **Recommendation**

   We recommend that the School Department consider upgrading its student activity fund financial management system to a software package such as QuickBooks. This will provide personnel and management with more meaningful, user-friendly reports and will facilitate the reconciliation and monitoring of accounts. In addition, we recommend that the student activity bookkeeper receive initial and ongoing training to ensure the financial management system is being used to its full capacity.

2. **Enhance Student Activity Fund Procedures Manual**


   The student activity fund policies and procedures adopted by the School Committee do not address the following:

   - School Committee approval of each student activity account annually, and School Committee approval of new student activity accounts upon their inception.
   - Remedial action for deficit accounts when the deficit is not the result of timing differences.
   - Travel policy specifying the method(s) to be used to pay travel expenses, including how to handle reimbursement of funds when personal credit cards are used, and completing statements of final accountability upon completion of the trip.
   - Issuing Form 1099-MISC for disbursements to individuals or entities in excess of $600.

   **Recommendation**

   We recommend the School Committee amend student activity fund policies and procedures to include the items listed above.
3. Improve Student Activity Fund Reconciliation Procedures

*Applicable DESE Guideline Step: 3.A, 5.A*

The Town and School perform monthly reconciliations between the student activity agency fund savings account and the Town's general ledger; however, the reconciliations obtained during the audit were not signed by the preparer or the reviewer.

In addition, the Town and School do not appear to be performing reconciliations between the aggregate total of the student activity checking and savings balances and the total student activity funds ledger balance. Also, it does not appear that the student activity balances are reconciled with advisor records.

**Recommendation**

We recommend that formal bank reconciliations for student activity checking and savings accounts should be performed no less than quarterly and should be signed by both the preparer and the reviewer. In addition, the student activity checking and savings accounts should be reconciled to the student activity funds at least quarterly. Lastly, we recommend that student activity advisors periodically reconcile their records to the student activity records.

4. Provide Ongoing Training to Student Activity Advisors


During disbursement testing, it was noted that duplicate copies of turnover forms are not signed and maintained by advisors as required by School Committee policies and procedures. It was also noted that, due to increasing staff turnover in recent years, advisors do not receive adequate training in order to perform all necessary duties, including reconciling account balances with the designated student activity liaison.

**Recommendation**

We recommend providing a formal training for advisors and student officers at least annually, and as needed throughout the year when new individuals become involved with student activity funds. The training should address, but should not be limited to, the proper handling of student activity monies, documentation to be maintained in order to leave a clear audit trail, and reconciliation procedures.
5. Close Inactive and Graduated Class Accounts


We identified the following student activity accounts that have been inactive for the past three years:
- Dance Club
- Impressions
- International Club
- Orbit
- Peer Pals
- Senior Slide Show
- Vernal Pool Association
- World of Difference
- ZMUNIS Reconciliation

In addition, we identified the following accounts related to classes that graduated at least 90 days prior to June 30, 2015:
- 2004 Class Funds
- 2006 Class Funds
- 2008 Class Funds
- 2011 Class Funds
- 2012 Class Funds
- 2013 Class Funds
- 2014 Class Funds

Recommendation:

We recommend that the student activity accounts be reviewed periodically, and all inactive and graduated class accounts be identified. The advisor or student officer responsible for these accounts should be notified in writing that these accounts will be closed, and they should be asked to give authorization to close the account. The disposition of the funds should follow the guidelines set forth by the School Committee’s Student Activity Fund Procedures Manual.

6. Resolve Deficit Balances in Student Activity Accounts

Applicable DESE Guideline Step: 6.C

During our audit, we determined that the following student activity accounts had deficit balances:
- 2012 Class Funds
- BioGen Field Trip
- BU City Lab Field Trip

**Recommendation:**

We recommend the School Department resolve the deficit balances in all student activity accounts in accordance with DESE guidelines. We also recommend that the Principals review individual activity account balances prior to approving disbursements to avoid incurring deficits.
AGREED UPON PROCEDURES AND AUDIT GUIDELINES: 
STUDENT ACTIVITY FUNDS

INFORMATION CONTACT: Massachusetts Department of Elementary and Secondary Education (ESE) 
Contact: Jay Sullivan 
Phone Numbers: (781) 338-6594 
Email: jsullivan@doe.mass.edu

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Student Activity Funds 1
OVERVIEW

Preface

A program of activities (student activity accounts) established by a School Committee should:
(1) Ensure that students have an opportunity to take part in co-curricular and outside-classroom experiences, (2) Provide efficient procedures for their creation, operation and demise, and (3) Outline a system for the safeguarding, accounting and internal control of co-curricular and outside-classroom activity funds.

Chapter 66 of the Special Acts of 1996, which is codified in Section 47 of Chapter 71 of the General Laws of Massachusetts (MGL), has had a major impact on the method in which student activity accounts are administered. The law allows the use of certain administrative procedures that were previously prohibited. These provisions include procedures with respect to: (1) Establishment of an interest bearing bank account and a checking account through the involvement of the City/Town/District Treasurer, (2) Certain disbursement procedures, and (3) Auditing and reporting requirements.

There is a value to students who perform functions and handle monies belonging to student groups. The exposure the students receive is a valuable learning experience in control and administration of accounts. In addition, expeditious access of student account funds is critical to meet the goal of providing co-curricular activities to students in a timely manner. Recognizing that student activities’ monies belong to the students and not to the city/town/districts illustrate the need for sound business guidelines to be developed to govern these accounts to adequately control and safeguard these monies.

These audit guidelines have been developed to provide school business officials and outside independent auditors with a vital resource that will assist them in the process of conducting agreed upon procedures of the internal control system in place used to administer student activity accounts as well as the annual transactions and activities of those accounts.

The Massachusetts Association of School Business Officials (MASBO) has published a handbook entitled: Student Activity Accounts Guidelines For Massachusetts School Districts. Many of the concepts outlined in these audit guidelines were developed to coincide with the guidelines delineated within that handbook.

The handbook is available for download at http://www.doe.mass.edu/finance/accounting/ and it is suggested that users of these audit guidelines familiarize themselves with this handbook prior to conducting any procedures.

Student Activity Funds

AGREED UPON PROCEDURES AND AUDIT GUIDELINES:
STUDENT ACTIVITY FUNDS

ESE Audit Guidelines

Overview
Related Massachusetts General Laws (MGLs) [See Appendix B and E]

It is recommended that the users of these audit guidelines become familiar with the following MGLs as their applicability may closely approximate and relate to the student activity accounts. The list is not intended to be all inclusive of the laws that may apply, but is intended to be used for informational purposes only in assisting the user to reach a conclusion:

- Chapter 66 of the Special Acts of 1996 – Student Activity Accounts (see Appendix B)
- MGL 44, Section 53 – Lost Textbook Revolving Account
- MGL 44, Section 53A – Grants and Gifts
- MGL 44, Section 53E ½ – Revolving Funds
- MGL 71, Section 17A – Revolving Funds For Culinary Arts Programs
- MGL 71, Section 37A – Acceptance of Grants or Gifts
- MGL 71, section 47 – Revolving Funds for Athletic programs and School Organizations
- MGL 71, Section 71C – Community School programs revolving accounts
- MGL 71, Section 71E – Adult Education and Continuing Education Revolving Accounts
- MGL 74, Section 14B – Culinary Arts and Other Vocational Technical Revolving Funds
- MGL 268A – Conflict of Interest
- Chapter 548 of the Special Acts of 1948 – School Lunch Revolving Account
I. **ADMINISTRATION**

A. **ESE Policy Guideline or MGL Requirement:**

- The School Committee should adopt policies and procedures for the creation, operation, control and public reporting of student activity accounts. These policies should be reviewed periodically and amended when necessary. The accounts by statute are the responsibility of the school principal and thus it is the direct responsibility of the principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

**Agreed Upon Procedure/Audit Guideline:**

1. Inquire and obtain evidence suggesting that policies have been adopted by the School Committee. Evidence should be included in School Committee minutes through a School Committee vote.

**Results:**

Evidence of a School Committee vote was obtained.

___ Yes  ___ No

If **Yes**, obtain policies and procedures, and go to step 2.
If **No**, report a finding.

2. Review formal policies and procedures and determine if they are effective; consider the following:

a. Policies must require adequate internal control to ensure protection of student monies.

b. Policies must be complete and satisfy MGL.

c. Policies must only govern student activity money and not money that is governed under other MGL. (see related Massachusetts General Laws and Appendix E)

d. Procedures should be developed that support policy and provide for segregation of duties.

e. Policies and procedures must be updated when applicable.
Results:

Formal policies and procedures are determined to be adequate.

___ Yes  ___ No

If **Yes**, determine if policies and procedures are enforced.
If **No**, report a finding.

**B. ESE Policy Guideline or MGL Requirement:**

- Although not required, it is good practice for the School Committee to approve each student activity annually. This should be done before the start of the school year unless activities are new and created during the year. The approval should include specific funding sources and objective/mission for each activity.

**Agreed Upon Procedure/Audit Guideline:**

1. Obtain a listing of each active student activity and inquire if each student activity has been approved annually by the School Committee or if new, was approved during the year. Evidence should be included in the School Committee minutes through a School Committee vote.

**Results:**

Evidence of School Committee vote was obtained.

___ Yes  ___ No

If **No**, report a finding.

**C. ESE Policy Guideline or MGL Requirement:**

- A student activity account may be used for funds raised by student organizations which will be expended by those students for their benefit. Funds raised or donated that are governed by laws other than the student activity laws cannot be deposited to a student activity account (See section on related Massachusetts General Laws and Appendix E.) In addition, funds belonging to staff through sunshine funds or vending machines or other activities not related to the students may not be deposited in the student activity account.
Agreed Upon Procedure/Audit Guideline:

1. Obtain a listing of each active student activity. From this list, determine source of funding and objective of each student activity. Evaluate if funds have been properly deposited into the student activity account or if funds are more appropriately classified as revolving, gift, grant or other type of fund.

Results:

All programs are proper student activities and deposits have been properly deposited into a student activity account.

___ Yes  ___ No

If No, report a finding.

D. ESE Policy Guideline or MGL Requirement:

- An accounting system for the student activity funds must be implemented and in a sufficient manner to facilitate basic reconciliation and control procedures. An accounting system may be an off-the-shelf accounting application, a properly designed electronic spreadsheet or for smaller student activity accounts, a manual system. The determination of the appropriate accounting system will vary school by school based on a variety of factors including volume and frequency of student activity transactions and the skills of those in charge with administering the day-to-day accounting for student activities.

Agreed Upon Procedure/Audit Guideline:

1. Through inquiry and observation, verify that the accounting system used for the student activity funds will facilitate the following:

   a. Accurate recording and reporting of cash receipts and disbursements by each student activity fund in the school student activity ledgers;
   b. Recording of a general cash and/or investment account that can be reconciled with the bank checking account for student activity maintained by the Principal, combined with the agency savings account maintained by the City/Town/District Treasurer; and
   c. General cash and/or investment accounts in aggregate can be reconciled to the aggregate detailed fund accounts within the student activity fund recorded for and held by each student activity.
Results:

An assessment of the accounting system in place has determined that it will facilitate the critical items listed above.

___ Yes  ___ No

If No, report a finding.

E. ESE Policy Guideline or MGL Requirement:

➢ The qualifications of the individuals involved with processing, recording and reporting student activity account transactions is adequate, and an ongoing process of training is in place to ensure that these individuals maintain the required level of skills to possess such duties.

Agreed Upon Procedure/Audit Guideline:

1. Through inquiry, determine if all individuals who process, record, and report student activity transactions possess the skills necessary to perform the duties in an adequate manner.

Results:

All individuals who process, record and report student activity accounts have the suitable skills to perform the duties in an adequate manner.

___ Yes  ___ No

If No, report a finding.

2. Through inquiry, determine if there is an ongoing process of training in place.

Results:

An ongoing process of training is in place to ensure that all individuals maintain the necessary skills to perform these duties in an adequate manner.

___ Yes  ___ No

If No, report a finding.
II. STEWARDSHIP AND CUSTODIAL RESPONSIBILITY

A. ESE Policy Guideline or MGL Requirement:

- Section 47 of Chapter 71 of MGL as amended by Chapter 66 of the Special Acts of 1996, requires that once the School Committee has accepted the provisions of this law, an agency account must be set up by the City/Town/District Treasurer. These are generally established as an interest bearing savings account, and, if authorized by the School Committee, a checking account which acts as an imprest (replenishment) account to be administered by the School Principal.

- Maximum checking account fund levels are established and annually voted on by the School Committee.

- All deposits for fund raising and other student activities must be deposited in the agency account with the City/Town/District Treasurer. Disbursements may be made from either account.

- The Principal may request replenishment of the checking account to the maximum established balance by presentation of a funds request to the City/Town/District Treasurer, accompanied by invoices or other support for disbursements previously made from the checking account.

- The Principal or their designee who are designated to operate and control the student activity checking account shall give bond for faithful performance to the municipality or district in such amount as the City/Town/District Treasurer shall determine to secure the Principal’s faithful performance of their duties in connection with such account. Annually, the School Committee should authorize any such designees and ensure bond coverage.

- There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by ESE. In addition, ESE recommends the audit be performed by an outside independent audit firm once every three years for those with activities greater than $25,000. In the intervening years, the audit may be conducted by a responsible individual independent of the student activities, with the approval of the School Committee. Such an individual could be the Town Accountant, who already has audit powers under MGL Chapter 41 the Treasurer, or the School Business Manager if the School Business Manager is not involved in the administration or transactional processing of the student activities.
Agreed Upon Procedure/Audit Guideline:

1. Determine if the School Committee has accepted the provisions of Section 47 of Chapter 71 of MGL; evidence should be included in School Committee minutes through a School Committee vote or obtain certification of vote.

Results:

Evidence of School Committee vote was obtained.

___ Yes  ___ No

If No, student activities should be administered through a legally established non-profit organization; otherwise, report a finding.

2. Determine that all student activity deposits are made to an agency account maintained by City/Town/District Treasurer.

Results:

All student activity deposits were made to the agency account maintained by the City/Town/District Treasurer.

___ Yes  ___ No

If No, report a finding.

3. Determine if the School Principal has properly made requests for replenishment of funds to the imprest checking account including submission of original invoices or equivalent supporting documentation.

Results:

Requests for replenishment to checking account are made in proper manner.

___ Yes  ___ No

If No, report a finding.
4. Review selected checking account bank statements to determine if checking account balances ever exceed amounts established by the School Committee.

Results:

Does the checking account balance ever exceed the amount established by the School Committee?

___ Yes    ___ No

If Yes, report a finding.

5. Determine if the School Principal and/or their designee (if applicable) have given bond to the City/Town/District Treasurer for faithful performance, and that all designees have been properly authorized by the School Committee.

Results:

Evidence of the School Principal and/or their designee (if applicable) securing or being secured by a fidelity bond exists.

___ Yes    ___ No

If No, report a finding.

6. Determine if the annual audits have been performed, either by an outside independent audit firm or as is permissible, internally. Evidence of this may be obtained from reports developed as a result of the process.

Results:

Verify evidence that an annual audit process exists and has been conducted.

___ Yes    ___ No

If No, report a finding.
III. GENERAL OPERATING PROCEDURES

A. **ESE Policy Guideline or MGL Requirement:**

- Section 47 of Chapter 71 does not address the adoption of specific policies or procedural guidelines, but does require adherence to administrative procedures as may be prescribed. ESE makes recommendations to maintain minimum general operating procedures in the administration of student activities including:

  - Bank reconciliations must be done at least quarterly (preferably monthly). A copy of the bank reconciliation should be sent to the School Business Administrator, School Committee, student officers, and City/Town/District Treasurer. Sign-offs must be performed by preparers and reviewers;

  - Standardized forms should be used for deposits and disbursements whenever possible;

  - The School Committee and School Business Administrator should establish periodic reporting timelines. Financial reports should be created and submitted in accordance with those guidelines to the School Committee, School Business Office, Town Accountant, Treasurer and the individual student activity class/club advisors;

  - The School Principal shall maintain individual subsidiary accounts by program within the student activity control account. This will allow proper matching of program expenditures against revenues that are collected for that purpose as well as allow for the efficient determination of the program balance;

  - Aggregate subsidiary account balances should be reconciled no less than quarterly to the total control account, and;

  - Total control account balances should be reconciled no less than quarterly to the aggregate total of the School Principal’s reconciled checking account and the agency account maintained by the Treasurer.
Agreed Upon Procedure/Audit Guideline:

1. Through inquiry, observations, and review of sample bank reconciliations, determine if bank reconciliations are prepared at least quarterly and sent to the appropriate parties for review; and that sign-offs by both preparer and reviewer are included in the process.

Results:

Evidence was obtained that at least a quarterly bank reconciliation process is in place and that sign-offs by both preparer and reviewer are made.

___ Yes  ___ No

If No, report a finding.

2. While gaining an understanding of the internal control processes in place, determine if standard forms for deposits and disbursements are used.

Results:

Deposit and disbursement transactions are completed and documented using standard forms.

___ Yes  ___ No

If No, report a finding.

3. Through inquiry and analysis, determine if a requirement for the preparation and periodic submission to the School Committee, School Business Office, Town Accountant, Treasurer and the student activity class/club officers of financial reports exists; and if such policy is adhered with.

Results:

Financial reporting requirements are in place and are functioning as intended.

___ Yes  ___ No

If No, report a finding.
4. Through inquiry and analysis, determine if subsidiary student activity account detail is maintained and if the aggregate of the subsidiary accounts are reconciled to the control account on a monthly basis.

Results:

Subsidiary student activity account detail is maintained and reconciled monthly to control activity.

___ Yes  ___ No

If No, report a finding.
IV. REVENUE, RECEIPTS AND DEPOSITS

A. ESE Policy Guideline or MGL Requirement:

- The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

- ESE recommends strict procedures for control of all receipts and should include at a minimum, the following controls:
  - Receipts generated from the sale of a high volume product such as the yearbook or admission to a highly attended event like the prom or other dance or ball, should be controlled through the use of pre-numbered receipts.
  - A reconciliation process should be in place whereby pre-numbered receipts, tickets, attendance logs or other revenue source documents are reconciled to cash collected for particular activities prior to making a deposit in the bank. In the situation where it is impractical to use source documents, two people should count the cash and sign off on the process.
  - The cash collection and deposit function should be segregated from the accounting and recording function.
  - All student organizations receiving monies from any source should turn over such money to the School Principal or the Principal’s designee within twenty-four hours from receipt of such funds. (If received on the weekend, then on the first business day after receipt of the funds.)
  - Any money not deposited on the same day must be kept overnight in a locked vault, safe, or other secured locked area - under no circumstance, should student activity monies be taken home overnight.
  - All money turned over to the school by a student organization shall be accompanied by a school deposit slip stating the source of the monies, the amount being deposited, and signed by the person turning over the money to the office. If turned in by a student, this should be co-signed by the group advisor or a teacher, who should also keep a duplicate of the deposit slip.
  - The School Principal or the Principal’s designee should deposit into the agency account all monies received from student activity organizations at a minimum
on a weekly basis. Written evidence of receipt should be obtained from the City/Town/District Treasurer.

- Interest earned by the student activity agency account shall be retained by the student activity fund. The use of the aggregate earnings shall be at the discretion of the School Committee for the benefit of the students and shall be so stated in the School Committee policy.

- An ongoing philosophy of the importance of handling money with care, honesty, and accuracy should be conveyed to the students, advisors and teachers through roundtable meetings and educational trainings.

- Money collected for purposes other than student activities shall not be deposited into the student activity account and must be handled by the MGL that governs its administration.

- Any monies paid to the school or to a student activity as commissions or revenue sharing belong to the students and shall be deposited into the student activity agency account. Such funds shall be expended for the benefit of the students in accordance with School Committee policies and may not be spent to benefit the staff or to supplement the school budget. Refer to Frequently Asked Questions Q4 for the appropriate treatment of these revenues.

- A policy must be adopted by the School Committee that specifies how any other undesignated receipts will be distributed and such receipts must be deposited into the student activity agency account. No student activity revenues will be deposited into the School Principal’s checking account.

**Agreed Upon Procedure/Audit Guideline:**

1. Through inquiry of the School Principal or their designee, document the process by which receipts are administered in order to gain an understanding of the internal control process in place. In addition, while conducting the inquiry, determine if the following have been addressed or developed:

   a. Determine if pre-numbered receipts, tickets, and attendance logs are used;
   b. Determine if any pre-numbered receipts or tickets were skipped and investigate why;
   c. Determine if a reconciliation process is performed between pre-numbered receipts, tickets, and attendance logs and the funds being turned over;
   d. Determine that in situations when pre-numbered receipts, tickets and
AGREED UPON PROCEDURES AND AUDIT
GUIDELINES:
STUDENT ACTIVITY FUNDS

attendance logs are not practical, that two responsible people have each
counted the cash received;
e. Determine if funds collected for student activities are turned over to the School
Principal’s Office within twenty-four hours;
f. Determine if funds not immediately turned over are stored in a secure location;
g. Determine if the School Principal is turning funds over to the
City/Town/District Treasurer agency account weekly (at a minimum);
h. Determine if an interest earned policy exists and is documented;
i. Determine if a commission or revenue sharing policy exists and is
documented;
j. Determine if a policy for undesignated earnings exists and is documented; and
k. Determine if a philosophy exists through ongoing training that monies are to
be handled with care, in an accurate manner.

Results:

Document any findings that may exist as a result of any deficiencies discovered
based on the understanding of the control process in place for receipts conducted
in the above steps 1.a. – 1.k.

2. Make a sample selection of receipts to test. This sample population should be a
representative sample of receipts that are made from the school deposit slips. If
possible, the sample should be made from the population of duplicate deposit slips
maintained by the class advisor.

Results:

Document any findings that may exist as a result of the testing of receipts in step 2.

3. Upon determination of the samples to be tested, perform the following procedures
on each sample:

a. Is the receipt amount included on the deposit slip?
b. Is the deposit included in the bank statement?
c. Does the deposit amount agree with the accounting system’s records?
d. Is the receipt for a proper student activity account?
e. Is the receipt recorded to the proper subsidiary activity in the student activities’
ledger?
f. Was a pre-numbered receipt used?
g. Were the funds remitted within twenty-four hours or within the next business
day (if a weekend day) to the principal’s office?
### AGREED UPON PROCEDURES AND AUDIT GUIDELINES:
#### STUDENT ACTIVITY FUNDS

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h. Were the funds remitted by the principal’s office to the City/Town/District Treasurer’s agency account within one week?

i. Is the receipt accompanied by a school deposit slip?

j. Is there written evidence of receipt of the deposit from the City/Town/District Treasurer?

k. Is a duplicate of the school deposit slip maintained by the advisor and signed by the advisor?

**Results:**

Document any findings that may exist as a result of any deficiencies discovered in the above steps 3.a. – 3.k.
V. PURCHASING AND DISBURSEMENTS

A. ESE Policy Guideline or MGL Requirement:

- MGL 71, Section 47 gives the responsibility for the establishment of student activity accounts to the School Committee and the enforcement of School Committee policies to the School Principals; such is the case with purchasing and disbursements. It is important that disbursement policies are sound, controlled, and designed to benefit only the students.

- In order to accomplish this goal, ESE recommends the following at a minimum are in place:
  - Advance of funds should be avoided whenever possible. If it is anticipated that an advance is necessary, prior written approval must be obtained from the School Principal.
  - Equipment and supplies purchased with student activity funds are the property of the student activity groups and not any individual student or other organization. Equipment and supplies purchased with student activity funds should be used exclusively for co-curricular student activities and not for the general use of School operations.
  - Student advisors, or others involved in purchasing, may not benefit personally from any purchasing – either directly or indirectly.
  - Student activity funds may not be used for any purpose unrelated to student activities or for the benefit of any staff person.
  - All disbursements shall be made by check.
  - The policy adopted by the School Committee should specify the method or methods to be used to pay for expenses, including how to handle the reimbursement of funds when personal credit cards are used. (This is important because of the potential “reward” benefits the credit card holder may accrue).
  - Disbursements exceeding $600 in aggregate to any one individual or entity must be reviewed to determine if a Form 1099-MISC is required. Process should be coordinated with the Town Accountant or Treasurer to ensure compliance.
AGREED UPON PROCEDURES AND AUDIT GUIDELINES: 
STUDENT ACTIVITY FUNDS

- Checks may not be written to cash.
- Checks shall be signed only after they are completely prepared.
- Check signature authority shall be in accordance with School Committee policy. Consideration should be given to require two signatures for individual disbursements made over a certain dollar amount.
- Individuals responsible for writing checks should be segregated from the record keeping and reconciliation process; or assurances should be made that other mitigating controls are in place such as a monthly review of all activity by an independent responsible individual.
- All disbursements are required to have adequate external supporting documentation such as a vendor invoice, bill contract or receipt.
- A record of all checks will be maintained, including void checks. Numerical order of checks should be retained.
- Checkbook reconciliations should be performed monthly.
- A standardized form should accompany all requests for check issuance.
- The standardized form shall be accompanied by the supporting documentation and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the student activity account to be charged, and the approval signature of the advisor or student officer.
- All requests for replenishment to the School Principal imprest checking account must be adequately supported and processed through the City/Town/District accounts payable warrant process.

Agreed Upon Procedure/Audit Guideline:

1. Through inquiry of the School Principal or their designee, document the process by which disbursements are administered in order to gain an understanding of the internal control process in place. In addition, while conducting the inquiry, determine if the following have been addressed or developed:
   a. Determine if disbursement policies are established by the School Committee.
   b. Determine if all disbursements require the Principal’s (or his designee’s)
AGREED UPON PROCEDURES AND AUDIT
GUIDELINES:
STUDENT ACTIVITY FUNDS

ESE Audit Guidelines
Purchasing and Disbursements

approval.
c. Determine if all disbursements require supporting documentation.
d. Determine if cash advances are prohibited.
e. Determine if standard requests for disbursements are prepared.
f. Determine if student activity funds are used on student activities.
g. Assure that steps are in place to prohibit advisors or other individuals involved with purchasing to personally benefit in any way.
h. Determine if all purchases are recorded and check records are maintained.
i. Determine if all void or missing checks are accounted for.
j. Determine who the authorized signers on the account are. Consider contacting the bank to confirm.
k. Determine if a competitive process for purchasing is encouraged.
l. Determine if disbursements may only be charged against the accounts for which funds have been designated.
m. Determine if segregation of duties exists between the check writer and the individual who reconciles the bank statements. If not, determine if there are mitigating controls in place to limit risks.

Results:
Document any findings that may exist as a result of any deficiencies discovered based on the understanding of the control process in place for disbursements conducted in the above steps 1.a. – 1.m.

2. Make a selection of disbursements to test. This sample population should be a representative sample of disbursements selected from the school check register.

Results:
Document any findings that may exist as a result of the testing of disbursements in step 2.

3. Upon determination of the samples to be tested, perform the following procedures on each sample:
   a. Is the disbursement accompanied by a standard request form for disbursement signed by the advisor or student treasurer?
   b. Is the disbursement accompanied by adequate supporting documentation (i.e., vendor invoice or receipt)?
   c. Was the disbursement approved by the Principal? How was the Principal’s approval evidenced?
d. Does the disbursement agree to the amount in the accounting system?
e. Does the disbursement agree to the amount debited on the bank statement?
f. Is the disbursement agreed to and supported by a cancelled check?
g. Is the cancelled check properly endorsed by an authorized signer?
h. Is the disbursement an appropriate use of student activities monies?
i. Is the disbursement charged against the proper student activity account?
j. Although not legally required, as a best practice, was the purchase procured competitively?
k. Has anyone other than the students benefited from the disbursement?
l. If the disbursement is made to an individual and the disbursement causes that individual to equal or exceed $600 in total disbursements, has a Form 1099-MISC been issued to the individual?
m. Does the disbursement properly exclude any payments for sales tax?

Results:

Document any findings that may exist as a result of any deficiencies discovered for the procedures conducted in the above steps 3.a. – 3.m.
VI. CLASS, INACTIVE ACCOUNTS AND DEFICITS

A. ESE Policy Guideline or MGL Requirement:

- It is ESE’s opinion that, because graduates are no longer students, monies for student class grades that have graduated cannot be legally maintained in student activity accounts. ESE recommends that the School Committee approve a policy that specifies how these funds shall be disposed of upon a class’ graduation. Notification of the manner of disposition should be given to the class officers and all students who contribute to the class accounts. Such policy should specify how long the class account should remain active after graduation (i.e. 90 to 180 days after graduation to permit the school to pay all class obligations). After the waiting period, the policy should specify if and how the remaining funds will be transferred to the graduates, if the funds will revert to other student activity groups (such as the incoming senior class), or other specific disposition instructions.

Agreed Upon Procedure/Audit Guideline:

1. Through review of School Committee policies, determine the policy for disposition of class accounts.

2. Obtain listing of all individual student activity accounts and scan the listing for class accounts for students who have already graduated.

3. Determine if disposition is in accordance with School Committee policies.

Results:

Disposition of class accounts that have already graduated is in accordance with School Committee policy.

___ Yes   ___ No

If No, report a finding.

B. ESE Policy Guideline or MGL Requirement:

- Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions in order to be closed:
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- Written notification by the advisor or student officer to the School Principal or other authorized administrator that the activity will cease to be a viable account. If an advisor or student officer is not available, such discontinuance shall be by vote of the School Committee.

- All assets of the recognized student activity shall be identified and stated in writing.

- Any disposition of assets of an inactive recognized student activity shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.

- Such policy will be communicated to the students who contribute to the accounts, when possible.

**Agreed Upon Procedure/Audit Guideline:**

1. Through review of School Committee policies, determine the policy for disposition of inactive accounts and its reasonableness.

2. Obtain listing of all individually listed student activity accounts. Scan listing for accounts that do not have any activity and review prior years’ activity for those accounts to determine if they are inactive.

3. Determine if disposition is in accordance with School Committee policies.

**Results:**

Disposition of inactive accounts is in accordance with School Committee policy.

___ Yes  ___ No

If No, report a finding.

**C. ESE Policy Guideline or MGL Requirement:**

- Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. ESE recommends that the School Committee develop a policy for remedial action whenever a deficit not resulting from timing exists.
**Agreed Upon Procedures and Audit Guidelines: Student Activity Funds**

Possible remedial action could include funding from the following sources:

- School Committee appropriation;
- Accumulated investment earnings;
- Surpluses of inactive accounts;
- Gift from an activity with a surplus balance through approval of the advisor; or
- Any other legal means.

**Agreed Upon Procedure/Audit Guideline:**

1. Through review of School Committee policies, determine the policy for the remediation of individual student activity deficit balances and its reasonableness.

2. Obtain listing of all individually listed student activity accounts. Scan listing for accounts and determine if any have deficit balances.

3. Determine if disposition of deficit balances is in accordance with School Committee policies.

**Results:**

Disposition of deficit balances is in accordance with School Committee policy.

___ Yes  ___ No

If No, report a finding.
VII. STUDENT TRAVEL

A. ESE Policy Guideline or MGL Requirement:

- The School Committee should adopt policies and procedures for student travel related to student activities (i.e. field trips, overnight, and abroad). The policy should address how travel is to be authorized, the method or methods of paying travel expenditures, and final accountability for all travel costs associated with a trip.

- The following should be included in the travel policy:
  - A request for travel authorization and funding must be prepared well in advance of the time the funds are needed.
  - The request should be submitted by the advisor or other person responsible for the activity trip; furthermore, the request should be approved by the School Principal in accordance with policy established by the School Committee.
  - Travel Authorization Forms should contain at least the following: date of request, date funds needed, destination and purpose of trip, estimated departure and return times, number of persons traveling, estimate of cash required for tips and other various sundry items, estimate of expenses, signature of person requesting authorization, signature of person authorizing the request, check number and date of payment, and signature of the School Principal.
  - The approved travel authorizations are to be submitted to the School Principal or their designee to ascertain that sufficient funds are available.
  - Approved Travel Authorization Forms should remain in a pending file until final accountability for the trip has been completed.
  - The policy adopted by the School Committee should specify the method or methods to be used to pay travel expenses, including how to handle the reimbursement of funds when personal credit cards are used. (This is important because of the potential “reward” benefits the credit card holder may accrue).
A statement of final accountability must be submitted by the authorized trip sponsor promptly after the completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

**Agreed Upon Procedure/Audit Guideline:**

1. Through a review of the School Committee policies, determine if the policy for student travel is adequate.

   **Results:**

   School Committee policies related to student travel are adequate.

   ___ Yes ___ No

   If No, report a finding.

2. Test a sample of travel expenditures and determine that the travel is properly authorized, that there is a final accountability for all travel and there is documentation supporting all disbursements.

   **Results:**

   Student travel expenditures are properly authorized, with final accountability and supporting documentation.

   ___ Yes ___ No

   If No, report a finding.
**ESE Audit Guidelines**

**Student Travel**

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3. Determine that travel expenditures are in accordance with School Committee policies.

Results:

Travel expenditures are in accordance with School Committee policies.

___ Yes ___ No

If No, report a finding.
APPENDIX A

Frequently Asked Questions

Q1: Are student activity disbursements subject to Chapter 30B procurement laws?

No. It is ESE’s opinion that Chapter 30B of the General Laws of Massachusetts does not pertain to purchases made with student activity funds because private purpose funds are exempt from Chapter 30B. While this exemption exists, ESE strongly encourages a competitive procurement process whenever possible.

Q2: May a student activity organization accept gifts and donations?

Yes. It is ESE’s opinion that gifts to recognized student activities can be deposited into the student activity agency account and expended in accordance with the local school committee’s policies for expenditures from such student activity account.

It is recommended to have gifts under a specific threshold accepted by the Superintendent and gifts over this threshold accepted by the School Committee.

Gifts to other than student organizations are governed by Section 53A of Chapter 44 of the General Laws of Massachusetts.

Q3: May grants and gifts be accepted by a student activity organization for educational purposes?

No. Under the provisions of Section 53A of Chapter 44 and Section 37A of Chapter 71 of the General Laws of Massachusetts, all grants and gifts for educational purposes shall be deposited with the City/Town/District Treasurer and held as a separate account by the municipality or district and not included within student activity funds.

Q4: May the student activity organizations conduct fund raising activities?

Yes and No. Fund-raising activities should be held in accordance with School Committee policies and for the benefit of students to supplement student activities.

If fund raisers are held to supplement operations, such as supplies, books and other operating costs, then they are considered part of the curriculum and will fall under Section 53A of Chapter 44 of the General Laws of Massachusetts and considered a gift to the municipality or district.
An example of this is a box top promotion that many organizations run. This promotion is typically designed to raise money for classroom supplies for students and thus, if designed in that manner, cannot be deposited into a student activity fund. In order to be properly considered a student activity deposit, the objective of the program must clearly state that the funds raised will be used for student activities. The same applies for reward programs based on parents signing up at retail establishments and popular restaurants resulting in the school receiving a percentage of what is purchased by the parent or family member.

Q5: Does the City/Town/District annual audit of its finances by an outside auditor satisfy the requirement that there shall be an annual audit conducted of the student activities?

No. Chapter 71 Section 47 of the General Laws of Massachusetts requires that an annual audit shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor. It is ESE’s opinion that since the City/Town/District annual audit is very broad in scope, and is only exposed to the agency activity, which is a fiduciary relationship only, that such an audit does not satisfy the degree of procedures required under Chapter 71 Section 47. However, it is ESE’s opinion that such procedures defined under the law may be performed internally by a responsible and qualified individual appointed by the School Committee who is independent of the student activities, with the caveat that at least once every three years the procedures should be performed by an outside independent auditor if student activity balances exceed $25,000.

Q6: Please provide examples of individuals that ESE believes are suitable to perform the audit in the intervening years.

ESE believes that upon approval from the School Committee, that the City/Town/District Accountant or equivalent, the City/Town/District Treasurer, the School Business Manager (if not involved with the student activities), the Internal Auditor or a member of the Audit or Finance Committee are all examples of suitable individuals to conduct the student activities’ audit in the intervening years.

Q7: May a school district rotate schools subject to the annual audit requirements each year to reduce costs?

Yes. Each school’s student activity funds are subject to the audit described in Chapter 71 Section 47. Therefore it is ESE’s opinion that schools may be rotated with respect to the outside audit component of this requirement on an annual basis.
Q8: Can a City or Town Treasurer force an audit as described in Chapter 71 Section 47 of the student activity funds?

No. Since the annual audit is a process agreed upon by the School Committee and the auditor, the City or Town Treasurer may not force an audit of the student activity funds as described in Chapter 71 Section 47. This is enforceable by the School Committee only.

Q9: What happens when an account becomes overdrawn and shows a deficit balance?

Fund accounts should not be permitted to become overdrawn because the overdraft becomes a liability to other funds and to future classes. Whenever a fund account becomes nearly depleted, remedial action should be ordered immediately by the School Committee.

Q10: Are PSAT fees considered revolving funds or student activities?

Student Activities. Since the participation in a PSAT is optional and not part of the normal curriculum, if fees from the PSAT are approved as a benefit to the students by the School Committee, they may be used to supplement the student activities and may be deposited into the student activity account.

Q11: Can lost book fees be deposited into a student activity account?

No. Lost book fees are statutory revolving funds governed under MGL Chapter 44 Section 53 and like all statutory revolving funds, they may not be deposited into the student activity account. A listing of all statutory revolving funds may be reviewed under “Related Massachusetts General Laws” on page 3 of the audit guidelines and Appendix E.

Q12: Are the fees generated from a PTO account subject to Chapter 71 Section 47?

No. Since these are set up as PTO accounts, they are most likely set up as a legally established non-profit organization and thus do not fall within the jurisdiction of Chapter 71 Section 47. However, a close review of the relationship should be performed, since many schools set up PTO accounts, and do not establish a legal non-profit organization and further administer the activity through a City/Town/District bank account without the knowledge of the City/Town/District Treasurer. In these situations, these are not PTO accounts, but are in fact student activity accounts and do fall under Chapter 71 Section 47.
Q13: Is each Student Activity required to be approved each year by the School Committee or only once at creation?

No. Chapter 71 Section 47 does not provide guidance on the annual election of student activities by the School Committee once created; however, ESE believes that it is good practice to annually elect each activity account at the beginning of the school year since school committees have substantial turnover, and philosophies change from school committee to school committee, year to year.

Q14: May the proceeds from the sale of merchandise in a school store be deposited into a student activity account?

Yes and No. Since school stores are not governed by any specific MGL, it is ESE’s opinion that if the activity is administered by the students and the School Committee authorizes the proceeds to be used for the benefits of the students, then the proceeds from this activity may be deposited into the student activity account. If not, then these must be accounted for as revolving funds.

Q15: Are vending machine proceeds from machines situated in the school buildings included as part of student activities?

No. It is the opinion of ESE that vending machines are purchases of items that are consumed and, therefore, should be governed under Chapter 548 of the Acts of 1948 – School Lunch Revolving Funds. Accordingly, these proceeds may not be deposited into student activity accounts.

Q16: May student accounts be used to pay stipends or other payroll?

No and Yes. Payroll must be paid from the general operating budget and may not be paid from student activities. Stipends, if approved by the School Committee and directly benefit the students, may be paid from student activities accounts, however the compensation received for such activities must be included as taxable wages on the employee’s W-2.

Q17: Is the student activity required to adhere to IRS reporting with respect to backup withholding taxes and Form 1099-MISC?

Yes. A student activity organization is subject to the rules related to backup withholding taxes and Form 1099-MISC reporting.
A process should be in place whereby W-9s are received from all vendors, and Form 1099-MISCs are distributed when appropriate in accordance with IRS regulations each January, for the previous calendar year’s payments. This should be performed in conjunction with the City/Town/District Treasurer.

**Q18: In my school, the Principal puts all deposits into one general ledger account and spends from this same general ledger account for any purpose. Is this proper?**

No. It is ESE’s opinion that each student activity has its own specific mission and funds are collected to support the viability of that mission. Therefore, it is critical that a subsidiary ledger is created to properly match expenditures against the funds that are collected for that purpose in order to allow advisors the transparency to determine the amount of funds available at any specific time. Based on this, funds should not be accounted for in only one general account.

**Q19: Is it proper to purchase supplies with student activity funds?**

No and Yes. Student activity funds are expressly set up to benefit the student and may not be used to supplement the operating budget or any other curriculum expenditure. However, if the supplies are purchased specifically for the use of a student activity club or organization in connection with their stated goals, then it is permissible.

**Q20: Should the student activities avoid making large reimbursements to sole individuals?**

Yes. The payment of large reimbursement checks to any one individual should be avoided. In addition to the control risks this presents, there is also the risk that an individual utilizes their credit card to make the purchase and then accrue credit card “rewards” which may create a conflict of interest. In the event that reimbursements are made in situations that are not avoidable, these must first be approved by the principal.

**Q21: My school often gives individuals blank checks when going to the supermarket for refreshments for club functions because the amount is not known. Is this proper?**

No. The issuance of blank checks should be prohibited in any situation. Efforts should be made to have the vendor set up an account and bill the student activity, or request that the individual purchase the goods and accept reimbursement upon the evidence of supporting documentation.
Q22: My District has over 25 schools. Do all these schools need to be audited under Chapter 71 Section 47?

No. It is ESE’s opinion that from a practical sense, all schools within the District whose activities exceed $25,000 annually must be audited while those schools whose activity is less than $25,000 will be audited using a representative sample. Those that are audited by the independent auditor may also be audited on a rotating basis, as discussed in a previous FAQ.

Q23: May a student activity disburse funds to a charitable organization?

Yes: The “anti-aid” amendment to the Massachusetts Constitution (Article 46, as amended by Article 103 of the Articles of Amendment) prohibits the use of public money or property “for the purpose of founding, maintaining or aiding any infirmary, hospital, institution, primary or secondary school, or charitable or religious undertaking” that is not publicly owned and controlled. However, since student activities are private money, they are exempt from the provisions of this requirement. ESE does believe any contributions from student activity money should be approved by the School Committee.
APPENDIX B

Massachusetts General Law Chapter 71 Section 47

The committee may supervise and control all athletic and other organizations composed of public school pupils and bearing the school name or organized in connection therewith. It may directly or through an authorized representative determine under what conditions the same may compete with similar organizations in other schools. Expenditures by the committee for the organization and conduct of physical education, athletics, sports, games and play, for providing proper apparatus, equipment, supplies, athletic wearing apparel, including appropriate souvenir garments and trophies, and facilities for the same in the buildings, yards and playgrounds under the control of the committee, or upon any other land which it may have the right or privilege to use for this purpose, and for the employment of experienced athletic directors to supervise said physical education, athletics, sports, games and play, shall be deemed to be for a school purpose. Expenditures by the committee for making special awards to pupils who have performed meritoriously in the fields of art, debating, distributive education, music, science, social studies or languages shall also be deemed to be for a school purpose. Cities and towns may appropriate for the employment of coaches to supervise in public schools physical education, athletics, sports, games and play, and for the transportation and expenses of public school athletic teams, coaches, cheerleaders, bands and any other groups composed of public school pupils which bear the school name and are under the control of the school committee, within and without the commonwealth, to places where athletic contests or physical education, sports, games, play, musical festivals, competition or other events are held, and for the purchase of band and cheerleaders’ uniforms and musical instruments for the members of bands composed of public school pupils and bearing the school name and under the control of the school committee. All receipts by the committee in connection with the conduct of activities provided for under this section or any other activity not expressly provided for in this chapter but sponsored by the school committee in which participation is contingent upon the payment of a fee by the participant, shall be deposited with the treasurer of such town or, in cases where the town is a member of a regional school district, with the treasurer of such district and held as a separate account and expended by said school committee without further appropriation, notwithstanding the provisions of section fifty-three of chapter forty-four. No moneys may be expended from an appropriation or from the separate fund authorized by this section except upon the approval of the school committee, or of the selectmen in towns and of mayors in cities, for travel to other states.

Notwithstanding the provisions of the preceding paragraph or section fifty-three of chapter forty-four, the school committee of a city, town or district may authorize a school principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the Student Activity Agency Account, duly established by
vote of the school committee to be used for the express purpose of conducting student activities. Interest earned by such Student Activity Agency Account shall be retained by the fund and the school committee shall determine for what purpose such earnings may be used. In addition to such Student Activity Agency Account, the school committee may authorize the municipal or regional school district treasurer to establish a checking account, hereinafter referred to as the Student Activity Checking Account, to be operated and controlled by a school principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the school committee. Such account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.

The school committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account. The principal designated to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the principal’s faithful performance of his duties in connection with such account. To the extent that the funds are available in such Student Activity Agency Account, funds up to the maximum balance set by the school committee shall be transferred from the Student Activity Agency Account through the warrant process to initially fund such Student Activity Checking Account.

Periodically, to the extent that funds are available in such Student Activity Agency Account, the municipal or regional school district treasurer shall reimburse such Student Activity Checking Account, through the warrant process, to restore the limit set by the school committee. The principal shall adhere to such administrative procedures as the municipal or regional school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the school committee and the auditor based upon guidelines issued by the department of education.
APPENDIX C

SAMPLE REPORT FOR USE FOR AUDITS CONDUCTED INTERNALLY

September 1, 20xx

Anytown Public Schools
1 Any Street
Anytown, Massachusetts 12345

To the Superintendent of Anytown Public Schools
and Members of the School Committee

I have inspected the financial records, reviewed policies and procedures and conducted tests of the
internal control processes in place to administer the Student Activities of Anytown Public Schools for
the year ended June 30, 20xx. The purpose of this inspection was to determine if the financial records,
policies and procedures, and internal control processes in place are sufficient to support the objectives
of the School Committee of Anytown Public Schools as it relates to the Student Activities.

My procedures were designed using the Massachusetts Department of Elementary and Secondary
Education Audit Guidelines. These guidelines were used in reaching my conclusion.

As a result of my procedures, certain matters came to my attention that I have reported in the
accompanying Schedule of Findings.

Except for those matters reported in the accompanying Schedule of Findings, I conclude that the
financial records, policies and procedures, and internal control processes in place are sufficient to
support the objectives of the management of the Student Activities of Anytown Public Schools.

Or;

The matters reported in the accompanying Schedule of Findings rise to a level of such significance
that they preclude the conclusion that the financial records, policies and procedures, and internal
control process in place are sufficient to support the objectives of the School Committee of Anytown
Public Schools as it relates to the Student Activities.

My inspection is not meant to be construed as an audit or opinion rendered by a Certified Public
Accountant.

Sincerely,

Name:__________________________________________

Title:__________________________________________

Date:__________________________________________

Student Activity Funds
Schedule of Findings:

**Finding 1:** The Principal’s account at the Anytown Elementary School is used for a wide variety of items, many of which are not related to co-curricular activities established by the School Committee. We observed payments for bottled water used in the Principal’s office and staff lunches as well as the payment of repairs to the School’s public announcement system from student activities. We were also informed that this is an account that the Principal may use for discretionary purchases. Student activities monies should be used solely for student co-curricular activities and any other uses should be abolished immediately.

**Corrective Action:** The appropriate use of student activity funds was discussed at a school-wide training held subsequent to the audit. In addition, a policy was developed to coincide with ESE guidelines and MGL. As a result, we are confident that individuals in charge of these accounts are aware of the appropriate use of these accounts, and these issues will not re-occur in the future.

**Finding 2:** I determined that bank reconciliations for the Anytown Elementary School Student Activities are prepared only once per year at year-end. I also determined that the bank reconciliation did not agree to the student activities’ accounting ledger. Bank reconciliations are a critical component of internal control. In order for this control to be effective, it should be completed more frequently than once per year. Resultant of this deficiency, there exist variances that can’t be reconciled. ESE guidelines suggest that bank reconciliations are prepared not less than quarterly and preferably monthly. I suggest that such a process is implemented.

**Corrective Action:** We agree with the audit finding and as a result, beginning with fiscal year 20xx, we will begin to prepare bank reconciliations on a monthly basis and make any resulting adjustments to the accounting records in a timelier manner.
APPENDIX D

Common Problems

1. Non-student activities maintained in a student activity account.

2. Lack of segregation of duties.

3. Lack of reconciliation of bank statements and activity balances.

4. Inadequate or incomplete documentation.

5. Lack of subsidiary ledgers.


7. Use of funds to pay stipends or payroll.

8. Use of funds to pay non-student activity related expenses.

9. Insufficient bank balance to cover fund balance as reported by activity.

10. Bank balance in excess of fund balances reported by activity.

11. Lack of audits.

12. Lack of agency savings account.

13. Checking account balances in excess of School Committee policy.

14. Inactive and graduated class accounts.

15. Lack of ongoing training.
## AGREED UPON PROCEDURES AND AUDIT GUIDELINES: STUDENT ACTIVITY FUNDS

### APPENDIX E

#### Revolving and other Special Funds for School Department Programs

<table>
<thead>
<tr>
<th>Revolving Fund</th>
<th>Legal Reference</th>
<th>Local Acceptance</th>
<th>Town Meeting/ City Council Action</th>
<th>Department/Activities</th>
<th>Salaries</th>
<th>Capital Items/ Debt Service</th>
<th>Spending Ceiling</th>
<th>Revenue Source</th>
<th>Interest</th>
<th>Fund Balance</th>
<th>Other Accounting Procedures</th>
<th>Reports</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Rental</td>
<td>M.G.L. Ch 60.53</td>
<td>No, but provision permitting use of funds for any facility and accumulation of funds requires acceptance.</td>
<td>None</td>
<td>Uptake of needed facility or space, including custodial costs, utilities, ordinary repairs and maintenance. May be used for upkeep of any school facility if city/town has accepted provision so permitting.</td>
<td>Yes</td>
<td>Not Prohibited</td>
<td>None</td>
<td>Rental payments</td>
<td>General Fund</td>
<td>Closes to general fund at end of FY unless city/town has accepted provision permitting carry over to next FY.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Athletics and Activities</td>
<td>M.G.L. Ch 715.47</td>
<td>No</td>
<td>None</td>
<td>School Committee sponsored athletic and extracurricular programs, awards, equipment and facilities.</td>
<td>Yes</td>
<td>Program Equipment and Facilities</td>
<td>None</td>
<td>Participation Fees and Program Receipts</td>
<td>General Fund</td>
<td>Cares forward to next FY.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activity Agency</td>
<td>M.G.L. Ch 715.47</td>
<td>No</td>
<td>None</td>
<td>School Committee Authorized Student Activities.</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>None</td>
<td>Student Activity Receipts</td>
<td>Agency Account</td>
<td>Cares forward to next FY.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of School Property</td>
<td>M.G.L. Ch 715.71E</td>
<td>Yes</td>
<td>None</td>
<td>Uptake of facility, including custodial costs, utilities, ordinary repairs and maintenance.</td>
<td>Yes</td>
<td>Not Prohibited</td>
<td>None</td>
<td>User Fees and Charges</td>
<td>General Fund</td>
<td>Cares forward to next FY.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Student Activity Funds*
### AGREED UPON PROCEDURES AND AUDIT GUIDELINES: STUDENT ACTIVITY FUNDS

#### ESE Audit Guidelines

**Appendix E:**

**Revolving and Other School Department Programs**

<table>
<thead>
<tr>
<th>Student Activity Funds</th>
<th>DRAFT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School Choice Tuition</th>
<th>M.G.L. Ch. 76 § 12B(a)</th>
<th>No None</th>
<th>Education Expenses</th>
<th>Yes</th>
<th>Instructional Equipment that could be funded from the School Budget</th>
<th>None</th>
<th>State Reimbursement, Federal Grants, gifts and grants</th>
<th>General Fund</th>
<th>Carries Forward to next FY</th>
<th>Funds received after the school budget for FY is submitted must be accounted for in next year's budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Day Care</td>
<td>M.G.L. Ch. 71 § 60C</td>
<td>No None</td>
<td>Extended School Services for Children Ages 3-14 of working parents</td>
<td>Yes</td>
<td>Not Prohibited</td>
<td>None</td>
<td>Program Fees, Federal Funds, other grants, gifts, donations</td>
<td>General Fund</td>
<td>Carries Forward to next FY</td>
<td>Must comply with prescribed Federal and State reporting and Auditing Requirements</td>
</tr>
<tr>
<td>School Lunch</td>
<td>Ch. 548 of the Acts of 1948, Amended Ch. 850 of the acts of 1969</td>
<td>No None</td>
<td>Operation of School Lunch Programs</td>
<td>Yes</td>
<td>Program Equipment</td>
<td>None</td>
<td>Fees from sales of lunch and other meals, school lunch grant funds</td>
<td>Revolving Fund</td>
<td>Carries Forward to next FY</td>
<td>Must comply with prescribed Federal and State reporting and Auditing Requirements</td>
</tr>
<tr>
<td>School Bus Rental</td>
<td>M.G.L. Ch. 19A § 57 and M.G.L. Ch. 71 § 71E</td>
<td>Yes None</td>
<td>Upkeep, Including ordinary repairs and maintenance</td>
<td>Yes</td>
<td>Not Prohibited</td>
<td>None</td>
<td>Fees and Charges for Use</td>
<td>General Fund</td>
<td>Carries Forward to next FY</td>
<td></td>
</tr>
<tr>
<td>Drivers Education</td>
<td>M.G.L. Ch. 71 § 140 and M.G.L. Ch. 71 § 148</td>
<td>Yes None</td>
<td>Upkeep, Including ordinary repairs and maintenance</td>
<td>Yes</td>
<td>Not Prohibited</td>
<td>None</td>
<td>Fees and Charges for Use</td>
<td>General Fund</td>
<td>Carries Forward to next FY</td>
<td></td>
</tr>
</tbody>
</table>
| Vocational Child Care Programs | M.G.L. Ch. 71 § 74 and M.G.L. Ch. 74 § 148 | Yes None | Upkeep of facility, including custodial costs, utilities, ordinary repairs and maintenance | Yes under Ch. 71 § 71E but not under 74 § 148 | Not Prohibited | None | User Fees and Charges | General Fund | Carries Forward to next FY | Use of school facilities by individuals, groups, organizations for civic, social, educational, recreational purposes governed by school committee policies established under M.G.L. Ch. 71 § 71.
| Vocational Education (Sleep Revolving Accounts) | M.G.L. Ch. 76 § 14B | Yes | None | Culinary Arts, Home Economics and other Vocational-Technical Programs | No | Program Equipment | $15,000 total, $5,000 exp annually in equipment purchases | Sales of program products and services | General Fund | Carried Forward to Next FY | FY receipts over $15,000 credited to general fund | Annual Report by School Superintendent to Mayor, City Manager and City Council Selectmen/Town Manager Copy to BOA (schedule A) |
| Adult Education and Continuing Education | M.G.L. Ch. 71 § 71E | Yes | None | Adult Education, Continuing Education, Adult Physical Fitness, Summer School and Community School Programs | Yes | Not Prohibited | None | Participation Fees and Program Receipts | General Fund | Carried Forward to Next FY | |
| Community Schools | M.G.L. Ch. 71 § 71E | No | None | Materials and Equipment for Community School Programs | No | Program Equipment | $3,000 | Participation Fees and Program Receipts | General Fund | Carried Forward to Next FY | |
| Culinary Arts | M.G.L. Ch. 71 § 71A | Yes | None | Culinary Arts Programs | No | Program Equipment | $25,000 Total, $5,000 in equipment purchases | Sale of Culinary Program Products | General Fund | Carried Forward to Next FY | FY receipts over $15,000 credited to general fund | Annual Audit by treasures to school committee, mayor/City Manager and City Council Selectmen/Town Manager Copy to BOA (schedule A) |
| Non-Resident Student Tuition | M.G.L. Ch. 71 Section 71E | Yes | None | Educational Expenditures of non-resident and foster care children enrolled in school | Yes | Instructional Equipment that could be funded from the School Budget | None | Non-resident tuition payments and State reimbursements for foster care children | General Fund | Carried Forward to Next FY | |
| School Bus Advertising | Ch. 181 S. 197 of the Act of 2007 | No | None | Education Expenses | Yes | Instructional Equipment that could be funded from the School Budget | None | Sale of Advertising Space on School Buses | General Fund | Carried Forward to Next FY | Sale of space must be oversen by governing board appointed by school committee and is subject to statutory standards |
TOWN OF READING, MASSACHUSETTS

Independent Auditors’ Reports Pursuant to Governmental Auditing Standards and The Single Audit Act Amendments of 1996

For the Year Ended June 30, 2015
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<th>PAGE</th>
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<tr>
<td>REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY OMB CIRCULAR A-133</td>
<td>3</td>
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<td>Schedule of Expenditures of Federal Awards</td>
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<td>Notes to Schedule of Expenditures of Federal Awards</td>
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<tr>
<td>Schedule of Findings and Questioned Costs</td>
<td>8</td>
</tr>
</tbody>
</table>
Independent Auditors’ Report

To the Board of Selectmen
Town of Reading, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Reading, Massachusetts (the Town), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Town’s basic financial statements, and have issued our report thereon dated March 15, 2016. The Reading Municipal Light Department was not audited in accordance with Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Town’s internal control.
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Melanson Heath

March 15, 2016
REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY OMB CIRCULAR A-133

Independent Auditors’ Report

To the Board of Selectmen
Town of Reading, Massachusetts

Report on Compliance for Each Major Federal Program

We have audited the Town of Reading, Massachusetts’ compliance with the types of compliance requirements described in the OMB Circular A-133 Compliance Supplement that could have a direct and material effect on each of the Town’s major federal programs for the year ended June 30, 2015. The Town’s major federal programs are identified in the summary of auditors’ results section of the accompanying schedule of findings and questioned costs.

Management’s Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors’ Responsibility

Our responsibility is to express an opinion on compliance for each of the Town’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing stand-
ards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town’s compliance.

**Opinion on Each Major Federal Program**

In our opinion, the Town of Reading, Massachusetts complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015.

**Report on Internal Control Over Compliance**

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town’s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town’s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with
a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Purpose of this Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

**Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Town’s basic financial statements. We issued our report thereon dated March 15, 2016, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

March 15, 2016
TOWN OF READING, MASSACHUSETTS
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2015

<table>
<thead>
<tr>
<th>Federal Agency</th>
<th>Federal Pass through Agency</th>
<th>Federal Program Title</th>
<th>CFDA Number</th>
<th>Federal Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Department of Agriculture</td>
<td>Passed Through State Department of Elementary and Secondary Education</td>
<td>National School Lunch Program - Cash Assistance</td>
<td>10.555</td>
<td>$ 215,003</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total U.S. Department of Agriculture</td>
<td></td>
<td>215,003</td>
</tr>
<tr>
<td>U.S. Department of Justice</td>
<td>Passed Through State Executive Office of Public Safety and Security</td>
<td>Enforcing Underage Drinking Laws Program</td>
<td>16.012</td>
<td>6,789</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bulletproof Vest Partnership Program</td>
<td>16.607</td>
<td>4,970</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total U.S. Department of Justice</td>
<td></td>
<td>11,759</td>
</tr>
<tr>
<td>U.S. Department of Transportation</td>
<td>Passed through Massachusetts Executive Office of Public Safety and Security</td>
<td>State and Community Highway Safety Grants</td>
<td>20.600</td>
<td>15,874</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total U.S. Department of Transportation</td>
<td></td>
<td>15,874</td>
</tr>
<tr>
<td>U.S. Institute of Museum and Library Services</td>
<td>Passed through State Board of Library Commissioners</td>
<td>Library Services and Technology Act - Grants to States</td>
<td>45.310</td>
<td>2,076</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total U.S. Institute of Museum and Library Services</td>
<td></td>
<td>2,076</td>
</tr>
<tr>
<td>U.S. Department of Education</td>
<td>Passed Through State Department of Elementary and Secondary Education</td>
<td>Title I Grants to Local Educational Agencies</td>
<td>84.010</td>
<td>115,992</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Special Education - Grants to States</td>
<td>84.027</td>
<td>984,269</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Special Education - Professional Development</td>
<td>84.027</td>
<td>24,482</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Climate Transformation Grant</td>
<td>84.184G</td>
<td>111,640</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Improving Teacher Quality</td>
<td>84.367</td>
<td>51,972</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Race to the Top</td>
<td>84.395A</td>
<td>28,580</td>
</tr>
<tr>
<td></td>
<td>Passed Through State Department of Early Childhood and Care</td>
<td>Special Education - Preschool Grants</td>
<td>84.173</td>
<td>18,178</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total U.S. Department of Education</td>
<td></td>
<td>1,335,113</td>
</tr>
<tr>
<td>U.S. Department of Health and Human Services</td>
<td>Drug-Free Communities Support Program</td>
<td></td>
<td>93.276</td>
<td>163,429</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total U.S. Department of Health and Human Services</td>
<td></td>
<td>163,429</td>
</tr>
<tr>
<td>U.S. Department of Homeland Security</td>
<td>Assistance to Firefighters</td>
<td></td>
<td>97.044</td>
<td>17,465</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total U.S. Department of Homeland Security</td>
<td></td>
<td>17,465</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Federal Expenditures</td>
<td></td>
<td>$ 1,760,719</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of this schedule.
Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the “Schedule”) includes the federal grant activity of Town of Reading, Massachusetts under programs of the federal government for the year ended June 30, 2015. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Because the schedule presents only a selected portion of the operations of the Town, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. The amounts reported for the National School Lunch Program – Cash Assistance represent federal reimbursements provided during the year. Pass-through entity identifying numbers were not available.

Note 3. Subrecipients

Of the federal expenditures presented in the schedule, the Town did not provide federal awards to subrecipients.
SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weaknesses identified? ___ yes ✔ no
- Significant deficiencies identified? ___ yes ✔ none reported

Noncompliance material to financial statements noted? ___ yes ✔ no

Federal Awards

Internal control over major programs:

- Material weaknesses identified? ___ yes ✔ no
- Significant deficiencies identified? ___ yes ✔ none reported

Type of auditors' report issued on compliance for major programs:

Special Education Cluster Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? ___ yes ✔ no

Identification of major programs:

<table>
<thead>
<tr>
<th>CFDA Number(s)</th>
<th>Name of Federal Program or Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>84.027/84.173</td>
<td>Special Education Cluster</td>
</tr>
</tbody>
</table>

Dollar threshold used to distinguish between type A and type B programs: $300,000

Auditee qualified as low-risk auditee? ✔ yes ___ no
SECTION II - FINANCIAL STATEMENT FINDINGS

None.

SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None.

SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS

There were no findings in the prior year.
TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: July 25, 2016

TOPIC: Approval of Reading Memorial High School Student Handbook

At our meeting on Wednesday evening, I will ask the School Committee to approve the 2016-2017 Reading Memorial High School Student Handbook as required by School Committee Policy CHCA.

I have included a list of the sections that include changes for your information.

<table>
<thead>
<tr>
<th>Item</th>
<th>Page Of HB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels of consequences</td>
<td>35-38</td>
</tr>
<tr>
<td>Minimum credit for seniors</td>
<td>10</td>
</tr>
<tr>
<td>Academic integrity</td>
<td>49-50</td>
</tr>
<tr>
<td>Tardy to school/class</td>
<td>29, 33</td>
</tr>
<tr>
<td>Loss of credit</td>
<td>29-30</td>
</tr>
<tr>
<td>Loss of credit/retention</td>
<td>30-33</td>
</tr>
<tr>
<td>Cell phone</td>
<td>55-56</td>
</tr>
</tbody>
</table>
The Reading Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age or disability.

| Core values                                    | 3 |
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If you have any questions, please contact me.
Reading Memorial High School Student Handbook 2016-2017

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

Welcome to the 2016-17 school year!

This handbook describes our school’s operational procedures, academic guidelines, and services available to you. Use it as a reference to guide your decisions during school, in your after-school activities, and with your personal lives, when need be.

Now, as another school year begins, it is time to challenge yourself to take a difficult class; work hard for a better grade and greater understanding; try something new after school with an activity or sport; make a new friend; take a courageous stand for something you believe in; create the life you deserve and....“Go Get It”!

RMHS Students, give the world your very best, each and every day....you have an entire community here at Reading Memorial High School and in the Reading Community who believes in you!

Go Rockets!!!

Sincerely,

Mr. Bakr, Principal
Reading Memorial High School
**DISCLAIMER of STUDENT HANDBOOK**

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.

**CORE VALUES AND BELIEFS**

The primary concern 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 good learning community should be one

- that is safe, caring, consistent, fair, flexible, open and democratic.
- that meets the needs of all students through educational programs that promote individual fulfillment in a variety of ways as well as encompasses the complex interdependency of the world and the community.
- that 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.
- that 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.

EXPECTATIONS FOR STUDENT LEARNING

1. Students will Act Effectively and Responsibly
   a) Students will use sound reasoning to defend their own actions, thoughts and decisions.
   b) 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.
   c) Students’ actions and thoughts will demonstrate an awareness of their place as citizens in a global society.

2. Students will Search for Knowledge and Understanding
   a) 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.
   b) Students will demonstrate cultural literacy.

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

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

**Administration**
- Adam Bakr, Principal
- Jessica Theriault, AP, Grades 9 & 11
- Michael McSweeney, AP, Grades 10 & 12
- Thomas Zaya, AP of Athletics & Activities

**Metco Coordinator**
- Jason Cross

**English**
- Brian McVety, DH
- Jennifer Baskin
- Zachary Broken rope
- Maura Correa
- Jane Cunningham
- Katherine Crosby
- Heather Lombardo
- Andrea Mooney
- Danja Mahoney
- Leila Richardson
- Audra Williams
- Alexandra Lynch
- Dan Donato
- Christine Clawson

**Social Studies**
- James DeBenedictis, DH
- Caroline Allison
- Jessica Bailey
- David Blanchard
- Gary D’Entremont
- Dennis Deeb
- Amy Fedele
- John Fiore
- Kara Gleason
- Paul Morrissey
- Jeffrey Ryan
- Angela Tenedios
- Megan Howie

**Guidance**
- Lynna Williams, DH
- Jo Ann Gregorowicz
- Jennifer Hagopian
- Jennifer Keaney
- Steven Kennedy
- Sarah Meunier
- Samantha Pindara

**Science**
- Mary Anne Lynn, DH
- Raymond Albright
- Steve Cogger
- Elizabeth Dalby
- Frank Buono
- Jennifer Cambra
- Michelle Chiappini
- Kent Hatton
- Martha Moore
- Nancy Najmi
- Noreen Scarpitto
- Fiona Schuette
- Bristol Leiper

**Mathematics**
- Trey Skehan, DH
- Kelly Bedingfield
- Jennifer DiCoff
- Amy Dyment
- Janet Dee
- Joanne Fitzpatrick
- Danielle Jones
- Julie LaCasse
- Robert Mooney
- Jane Shea
- Chuck Strout
- Aliyson Williams
- Kylie Kane
- Colleen Griffin-Roland

**Foreign Language**
- Joanne Alvarez, DH
- Giulio Binaghi
- Emeline Festa
- Nancy Iorns
- Tanya McSorley
- Danja Mahoney
- Courtney Pray
- Laurie Smith
- Janet Klein
- Beatriz Murphy
- Narcissa Niedl

**Business-Technology**
- Heather Conner
- Erika Ferranti
- Shelley Lynch
- Steven McCarthy

**Janet Dee, Tech Integration Specialist**

**Fine/Performing Arts**
- Kristin Killian, DH
- Natalie Cunha
- Joseph Mulligan
- Kathleen Dailey
- Susan Gilbert
- Michael Radvany

**Wellness**
- Paula Graham, DH
- Katie Fiorello
- Paul Mahoney
- Ann Marie Nelson
- Michelle Hopkinson

**Special Education**
- Adam Blaustein, Gr 10 & 12 Team Chair
  - Stephanie Lecceese
  - Mary Allard
  - Annemarie Cory
  - Sarah Cummings
  - Karen Irmer
  - Steven Padovani
  - Jeannie Thomases
  - Karen Murphy

**Special Ed Assistants**
- Kathleen Crowley
- Patricia Dababneh
- Colleen DiMattei
- Laura Orescovich
- Linda Russo
- Dan McCaron
- Lisa Thomas

**Transition Room**
- Samantha Pindara

**Social Workers**
- Susan Hooper
- Harlan Kroff
- Denise Ewald

**Library/Media Center**
- Sharon Burke

**Reading Cooperative Bank**
- Michael Foley

**Nurses**
- Lynn Dunn
- Maryellen Kirwan

**Secretarial Staff**
- Kathleen Drummey
- Illeana Napoli
- Carmen O’Rourke
- Valerie O’Brien

**Maintenance**
- Paul Dudley
- Moe Hills
- Joseph LaVita

**Resource Officer**
- Officer Michael Muolo
## Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
<th>Period 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:32</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>8:36-9:33</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>9:37-10:34</td>
<td>E</td>
<td>D</td>
<td>E</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>10:38-12:08</td>
<td>D</td>
<td>E</td>
<td>D</td>
<td>E</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>12:12-1:09</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>1:13-2:11</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>F</td>
</tr>
</tbody>
</table>

- **Lunch 1**: 10:38 – 11:08
- **Class**: 10:38 -11:08
- **Class**: 11:08 – 11:38
- **Lunch 2**: 11:08 – 11:38
- **Lunch 3**: 11:38 – 12:08
- **Class**: 11:42 – 12:08

**Notes:**
- Period 4: 3 lunches
- Drop A: DAY 1
- Drop B: DAY 2
- Drop C: DAY 3
- Drop D: DAY 4
- Drop E: DAY 5
- Drop F: DAY 6
- Drop G: DAY 7
Flex Block Day -7 Period Day (47 minutes each)
Occurs every other Thursday for academic support/enrichment and Guidance/Administrative meetings with students

Period 1  7:30-8:22
Period 2  8:26-9:13
Period 3  Flex Block
****Students should always report to their Homeroom for attendance purposes
  9:17-10:04
Period 4  10:08-10:55
Period 5  10:59-12:29
  Lunch A  10:59-11:29
  Class 11:33-12:29
  Lunch B Class 10:59-11:29
  Lunch 11:29-11:59
  Class 12:03-12:29
  Lunch C Class 10:59-11:55
  Lunch 11:59-12:29
Period 6  12:33-1:20
Period 7  1:24-2:11

Delayed Start/Office Hours Schedule- (52 minutes/period)
Occurs Every Tuesday: Staff available for 25 minutes before school starts to provide students with extra help or enrichment; Building is open for any student at 7:30 as well, but students not with a teacher or staff member should report to the cafeteria or the library until the start of Period 1

<table>
<thead>
<tr>
<th>Office Hours:</th>
<th>7:30-7:55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:00—8:53</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:57—9:49</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:53—10:45</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:49—12:19</td>
</tr>
<tr>
<td>Lunch A</td>
<td>Lunch 10:49—11:19</td>
</tr>
<tr>
<td></td>
<td>Class 11:24—12:19</td>
</tr>
<tr>
<td>Lunch B</td>
<td>Class 10:49—11:19</td>
</tr>
<tr>
<td></td>
<td>Lunch 11:19—11:49</td>
</tr>
<tr>
<td></td>
<td>Class 11:53—12:19</td>
</tr>
<tr>
<td>Lunch C</td>
<td>Class 10:49—11:15-12:13</td>
</tr>
<tr>
<td></td>
<td>Lunch 11:49—12:19</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:23—1:15</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:19—2:11</td>
</tr>
<tr>
<td>RMHS SPECIAL SCHEDULES</td>
<td>Weather Related Delayed Opening Schedule- 90 Minutes</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td><strong>Special Event-7 Period Day</strong></td>
<td><strong>Homeroom</strong> 9:00-9:05</td>
</tr>
<tr>
<td>Homeroom 7:30-7:35</td>
<td>Homeroom 9:00-9:05</td>
</tr>
<tr>
<td>Period 1 7:39-8:26</td>
<td>Period 1 9:09-9:47</td>
</tr>
<tr>
<td>Period 2 8:30-9:17</td>
<td>Period 2 9:51-10:29</td>
</tr>
<tr>
<td>Period 3 9:21-10:08</td>
<td>Period 3 10:33-11:11</td>
</tr>
<tr>
<td>Period 4 10:12-10:59</td>
<td>Period 4 11:15-12:47</td>
</tr>
<tr>
<td>Lunch A Lunch 11:03-11:33</td>
<td>Lunch A Lunch 11:15-11:45</td>
</tr>
<tr>
<td>Lunch B Class 11:03-11:29</td>
<td>Lunch B Class 11:15-11:44</td>
</tr>
<tr>
<td>Lunch C Class 11:03-11:55</td>
<td>Lunch C Class 11:15-12:13</td>
</tr>
<tr>
<td>Lunch 11:29-11:59</td>
<td>Lunch 11:49-12:47</td>
</tr>
<tr>
<td>Class 12:03-12:29</td>
<td>Class 12:18-12:47</td>
</tr>
<tr>
<td>Lunch 11:59-12:29</td>
<td>Lunch 12:17-12:47</td>
</tr>
<tr>
<td>Period 6 12:33-1:20</td>
<td>Period 5 12:51-1:29</td>
</tr>
<tr>
<td>Period 7 1:24-2:11</td>
<td>Period 6 1:33-2:11</td>
</tr>
<tr>
<td>Faculty PD Early Release (45 min)</td>
<td>Early Release Schedule-11:00</td>
</tr>
<tr>
<td>Period 1 7:30-8:20</td>
<td>Homeroom 7:30-7:35</td>
</tr>
<tr>
<td>Period 2 8:24-9:09</td>
<td>Period 1 7:39-8:09</td>
</tr>
<tr>
<td>Period 5 10:02-10:47</td>
<td>Period 3 8:47-9:17</td>
</tr>
<tr>
<td>Period 4 10:51-12:21 (Lunch)</td>
<td>Period 4 9:21-9:52</td>
</tr>
<tr>
<td>Period 6 12:26-1:11</td>
<td>Period 5 9:56-10:26</td>
</tr>
<tr>
<td></td>
<td>Period 6 10:30-11:00</td>
</tr>
<tr>
<td>P4 (Lunches)</td>
<td><strong>Delayed Opening Schedule-2 Hours</strong></td>
</tr>
<tr>
<td>Delayed Opening Schedule-2 Hours Day will commence with Period 3 at 9:39 and follow regular time schedule for remainder of the day</td>
<td>Period 2 8:18-8:53</td>
</tr>
<tr>
<td></td>
<td>Period 3 8:57-9:32</td>
</tr>
<tr>
<td></td>
<td>Period 4 9:36-10:11</td>
</tr>
<tr>
<td></td>
<td>Period 5 10:15-10:50</td>
</tr>
<tr>
<td></td>
<td>Period 6 10:55-11:30</td>
</tr>
</tbody>
</table>
GRADUATION AND PROMOTION REQUIREMENTS

Each student who successfully passes all of the required courses listed in the table below, as well as passes 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>8 semesters-English</th>
<th>4 semesters-Foreign Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 semesters- History</td>
<td>1 semester-Decisions</td>
</tr>
<tr>
<td></td>
<td>1 semester – Health Issues</td>
</tr>
<tr>
<td>6 semesters-Mathematics</td>
<td>4 semesters-Physical Education</td>
</tr>
<tr>
<td>6 semesters-Science</td>
<td>2 semesters- Business or Technology</td>
</tr>
<tr>
<td></td>
<td>2 semesters-Fine Arts</td>
</tr>
<tr>
<td></td>
<td>(Visual Art, Music, or Drama)</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 fewer are approved 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

CREDIT REQUIREMENTS FOR PROMOTION AND GRADUATION

| 18 credits by the end of grade 9 |
| 40 credits by the end of grade 10 |
| 65 credits by the end of grade 11 |
| 90 credits by the end of grade 12 and must pass a minimum of 19 during Senior year |
UNIFIED SUPPORT SERVICES AT RMHS

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 on our web page.

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.

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.

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 principal. A grade of “WF” will be assigned to any course that is dropped after the third week.

**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.

**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:

- Office Hours/Delayed Opening—Every Tuesday for 25 minutes before School from 7:30-7:55
- Flex Block—Every other Thursday 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, Joanne Alvarez

**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 principal.
HEALTH SERVICES
The School Nurses can be reached at 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.
- 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 or Attendance Worker.

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.

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.

**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.

**LIBRARY/MEDIA CENTER**
Library hours are typically 7:00 a.m. – 3:00 p.m., Monday –Thursday; Friday 7:00 a.m. - 3:00 p.m. On Early Release Days, the Library will remain open from 1:15-2:11 p.m. Students are advised to sign up prior to school at 7:00am or after school the day before until 3:30pm as availability may be limited. 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.

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

Students may not use cell phone devices to text or game in the library at any time.

**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.

SCHOOL RESOURCE OFFICER
The School Resource Officer Michael Muolo has an office on Main Street. Officer Muolo 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 Muolo can be reached at mmuolo@ci.reading.ma.us, 781-670-2806 RMHS Direct Line or 781-944-1212, x 786 Police Department Direct Line.

Text A Tip
- The Reading Police Department sponsors a 100% anonymous text a tip line.
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 and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following directory information about a student without prior consent: a student’s name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents 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.

**GRADING SYSTEM AND ASSOCIATED HONORS**

Two marks are given each quarter: one for scholarship and another for attitude and effort. Both scholarship and effort marks will appear on a student’s quarterly report card. What is sent to colleges is not the report card; it is the official student transcript. Effort comments will not be included on the student’s transcript. The permanent transcript includes all scholarship 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 SCHOLARSHIP MARKS**

<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>0-59</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>N</td>
<td>No grade</td>
</tr>
<tr>
<td>I</td>
<td>Work incomplete because of illness or other good reason (incompletes must be made up within two weeks. 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.</td>
</tr>
<tr>
<td>X</td>
<td>Medical excuse</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn and failure; no credit given</td>
</tr>
</tbody>
</table>

**EFFORT AND ATTITUDE MARKS**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Outstanding – often goes beyond all requirements</td>
</tr>
<tr>
<td>2</td>
<td>Satisfactory – meets course requirements</td>
</tr>
<tr>
<td>3</td>
<td>Less than satisfactory – meets some requirements, but not all</td>
</tr>
<tr>
<td>4</td>
<td>Little to no effort</td>
</tr>
</tbody>
</table>
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.”
- There must be no “effort” grades of 3 (Less than Satisfactory) or 4 (Little or No Effort.).

<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>

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 (Unweighted GPA)
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.

GRADE 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 four 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:
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.

REPORT CARDS
Mid-quarter grades and quarterly report cards are posted online for all students. Students, parents and/or guardians can access the grades via their log-in. Year-end report cards will be sent electronically at the start of the summer. Paper copies are available upon request.

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 GUIDELINES
Seniors who earn a second semester average of at least a B (83+), have no effort marks lower than 2, and have been absent less than 6 days may be excused from taking the final assessment. Any student who does not meet one or more of the criteria is required to take the final exam.

- Semester-length courses typically have an assessment which counts for 20% of the student’s semester grade.
- The exemption policy is at the discretion of the classroom teacher.
- "Absent-from-class" days that will count towards the 6 days will be those at the choice of the student, such as doctor’s appointments, and driving tests.
- "Absent-from-class" days that will not count towards the 6 days will be those at the choice of the school, including funerals, field trips, A.P. exams, school representation at conferences and academic days, if verified by documentation from the admissions office of the college visited.
- Qualifying absences will be verified by the Assistant Principals.

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 1st semester, juniors who meet the academic eligibility requirement 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 advisor, Ms. Heather Lombardo at hlombardo@reading.k12.ma.us for more information.

**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 Scholastic Awards Night in May.
GENERAL PRACTICES AND PROCEDURES

BUILDING SAFETY

Visitors
All visitors to Reading Memorial High School between the hours of 7:00am and 3:00pm must sign in at the RMHS Main Office and receive a badge that will be worn and visible 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.

Fire Drills/ Evacuation/ Lockdown Procedures

<table>
<thead>
<tr>
<th>FIRE DRILL</th>
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</thead>
<tbody>
<tr>
<td>• Exit under the direction of the teacher or as posted in the room (using the nearest exit).</td>
</tr>
<tr>
<td>• Do not go to lockers unless so instructed.</td>
</tr>
<tr>
<td>• Move out of the building, quickly, and quietly.</td>
</tr>
<tr>
<td>• Move far enough away from the building to allow fire apparatus speedy access to the building.</td>
</tr>
<tr>
<td>• <strong>All students must remain with their teacher in order to ensure proper supervision and that attendance is taken during this important school safety event.</strong></td>
</tr>
<tr>
<td>• Remain standing, away from parked cars.</td>
</tr>
<tr>
<td>• Do not return to the building until authorized by an administrator.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVACUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If an evacuation is directed by the fire or police department, you will accompany your teacher to a location off school property as directed by your teacher where you will receive further instructions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENHANCED LOCKDOWN</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Lockdown procedures may be issued in situations that involve dangerous intruders or other incidents that may result in harm to persons inside the building. Students will be directed into the nearest classroom or out of the building and should follow teacher instructions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO PASS PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In the event of a medical emergency, a “No Pass” period will be announced in order to ensure that responding public safety personnel are not impeded in the execution of their duties.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• This period of time is brief and regular educational practice should continue.</td>
</tr>
<tr>
<td>• Staff and students will be informed promptly when the “No Pass” period has ended.</td>
</tr>
</tbody>
</table>

HOME/ SCHOOL PARTNERSHIPS

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. 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:

A. Urgent and time sensitive issues can be facilitated by contacting the student’s guidance counselor or the Main Office staff.
B. 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.
C. Reading Public School email is public record.

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 RMHS 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.

SERVICES AND PROVISIONS

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.

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.

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

A. A student must register and receive a parking tag from the Main Office before being granted permission to park on school premises.
B. Students are only to park in areas designated for students.
C. 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.
D. 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.

**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.

**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. Guidance has information on approved summer school options at RMHS and other sites.

- One semester 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.

**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.

**PERMISSIONS AND OBLIGATIONS**

**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.

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.

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.

NOTIFICATIONS

SURVEYS-NOTIFICATION OF RIGHTS UNDER THE 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

PHYSICAL 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.
ATTENDANCE RULES, PRACTICES, AND PROCEDURES

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.

EXCUSED AND UNEXCUSED ABSENCES
Please consult with a school administrator with questions about legitimate absence from school.

<table>
<thead>
<tr>
<th>Excused Absences</th>
<th>Unexcused Absences</th>
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<tbody>
<tr>
<td>1. Illness (a doctor’s certificate is required for an absence of 5 days or more),</td>
<td>1. Absent from school, with or without parental approval, for any other reasons, such as family vacation, doing errands, cutting classes, driving tests, etc.</td>
<td></td>
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<tr>
<td>2. Medical appointment (a doctor or dentist certificate should be provided for appointments scheduled during the school day)</td>
<td>2. Note: Driving tests and permit tests should not be scheduled during the school day.</td>
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<tr>
<td>3. Death in the student’s family</td>
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<td>4. Observance of a religious holiday</td>
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<td>5. Court appointments</td>
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<td>6. College visits</td>
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<tr>
<td>7. School sanctioned absences: representing the school, field trips</td>
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</tbody>
</table>

REPORTING A STUDENT ABSENCE

- 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. McSweeney—10 & 12; Ms. Theriault—9 & 11) 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 Absences are considered unexcused unless it meets the excused criteria above. If an absence does meet this criteria, a student should bring verification from the doctor’s office, 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.

- A student who has been absent for illness five (5) consecutive days or longer must bring a note from a health professional stating the reason for the absence.

- 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 an appeal.

ATTENDANCE GUIDELINES

➢ A student is considered absent if he/she reports to school after 11:00 a.m. or is dismissed prior to 11:00 a.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.

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. The Massachusetts Department of Elementary and Secondary Education has set 95% attendance as a minimum standard in order to appeal a failing grade on MCAS. 95% attendance is equal to 171 days.

All students must be present for 90% of the class meetings in a semester in order to avoid loss of credit in a course due to absenteeism.

➢ 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 \( \frac{1}{2} \) 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 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.
DUE PROCESS HEARING FOR ATTENDANCE REVIEW

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 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.

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 eight (8) 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.

DISMISSAL
1. 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.

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

3. All medical dismissals are processed through the Nurse’s Office.

4. 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.

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. They must fill out a form in their assistant principal’s office, which will then be mailed home to inform their parents. 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.

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.
- 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

TRUANCY POLICY
Guidelines
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:

| First Offense | • The assistant principal will have a conference with the student to determine the reason for the truancy. • The assistant principal will assign an administrator detention |
| Second & Subsequent Offenses | • On the second proven truancy in the same course, the teacher will notify the appropriate assistant principal who will issue a Saturday detention or an in-house suspension.  
• The assistant principal will notify the parent of the consequences of a third offense.  
• 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. |

### 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 11:00 a.m. or is dismissed prior to 11:00 a.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 11:00) **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.

### TARDINESS POLICY

**Guidelines**

- Arrival to school and classes should be **ON TIME**. On time in the morning means in class by the 7:30 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. Exceptions may include car problems/accidents, power outages, Registry of Motor Vehicles appointment (i.e. learners’ permits or road tests).

- 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, Saturday detention, or loss of privileges. Parents will also be informed of recurring tardiness issues.

- 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 Schools calendar.

**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.

**Truancy from Directed Study**

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<tr>
<th>Offense</th>
<th>Consequence</th>
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<tbody>
<tr>
<td>1st Offense</td>
<td>administrative detention</td>
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<tr>
<td>2nd Offense</td>
<td>Saturday detention</td>
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<tr>
<td>Additional Offenses</td>
<td>Possible in-house suspension</td>
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**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.
GENERAL BEHAVIOR 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.

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.

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 interscholastic athletics, co-curricular clubs and activities, school-related functions and events, and school-provided transportations.
OVERVIEW OF CONSEQUENCES/ 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.

SATURDAY DETENTION (used with major infractions)
In the spirit of progressive discipline, Saturday Detention is an option that may be utilized by the administration to discipline students who have violated specific rules. Not designed to be used in all situations that warrant behavioral intervention, Saturday Detention is most frequently used to address infractions of a less serious nature that have begun to become repetitive. Saturday Detention takes place from 7:30-10:00 am in the main office, and students assigned to a Saturday Detention are expected to come prepared with school-work to complete in silence. Lockers will not be available during this time. Students may also be required to complete general maintenance activities in and around the school complex. If a violation occurred and a decision to assign the student to Saturday Detention is made, then the parent(s)/guardian(s) of the student will be contacted by phone. Failure to attend will result in immediate in-house the following Monday and another Saturday detention the following week.

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.

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.
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 or a Saturday 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, and at the discretion of the administration, Office Detentions, Saturday Detention, restriction from co-curricular activities, or in-school suspension may be incorporated into the resulting discipline:

1. Verbal abuse, insolence, or insubordination toward school staff.
2. Truancy (see Attendance).
3. Forging, falsifying, or otherwise altering any school-related document or record.
4. Use/possession of tobacco/nicotine product including delivery devices such as vape pens, e-cigarettes, etc. (first offense—see smoking/tobacco policy)
5. Directing vulgar and/or abusive language or gestures at a member of the school community.
6. Gambling, or playing a game of chance for stakes.
7. Intimidating, or threatening another student (see Harassment).
8. Cutting class and/or leaving the school building without permission from an administrator.
9. Refusing to identify oneself upon request.
10. Misbehaving at a co-curricular activity or event, on a field trip, or at an interscholastic athletic contest.
11. 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.
12. 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.)
13. Enabling unapproved access to the school building to non-school personnel, or to students who do not attend Reading Memorial High School.
14. Direct insubordination concerning penalties assigned by the Assistant Principal.
15. Refusing to report to the Assistant Principal when told to do so by a teacher.
16. Any unauthorized use/abuse of computer system or equipment.
17. Improper use of student ID

**18. 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 chemical health regulation), alcohol, dangerous weapons, and pyrotechnics.
3. Arson, or starting a fire.
4. Violating another student's civil rights—including hate crimes.
5. Assaulting, and/or attempting or threatening bodily harm to a member of the faculty or staff.
6. Any attack or assault on another student that would appear to a neutral observer to be unprovoked.

7. **Repeated and/or extreme violations of Level 3 infractions.**

➢ The Principal/Assistant Principal might suspend for any other serious or continued offenses that are deemed necessary to maintain order in the school.

**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.

File: JICH

**DRUG AND ALCOHOL POSSESSION OR USE IN SCHOOL FACILITIES AND AT SCHOOL FUNCTIONS**

In view of the fact that the use of illegal substances, alcohol, and tobacco/nicotine products can endanger the health and safety of the user, and recognizing the harmful effect the use of illegal substances and/or alcoholic beverages can have on the maintenance of general order and discipline, the School Committee prohibits the possession of, use of, serving of, buying/selling of, fiving away of, or consumption of any alcoholic beverage and the possession, use and/or distribution of illegal substances on school property or at any school function, regardless of the functions physical location. For the purposes of this policy and the ensuing regulations, possession is defined by M.G.L. c.138, §34C and any related case law.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages or found to have been using illegal substances prior to attendance at, or participation in, a school sponsored activity, will be barred from that activity and subject to disciplinary action as defined in the regulations herein and in the student handbook.

Adopted by the Reading School Committee on March 26, 2007
Revised and Accepted by the Reading School Committee on April 9, 2012
Revised and Accepted by the Reading School Committee on May 28, 2013

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

**CROSS REF.**:  IHAMA, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy

File: JICH-R

**Reading Public Schools**

**Chemical Health Regulations for High School Students**

The regulations below are in furtherance of the Reading School Committee’s Policies on Drug Free Workplace (File: GBEC) and Teaching About Drugs, Alcohol, and Tobacco (File: IHAMA). If there is a conflict with these regulations and these policies or the RMHS Student Handbook, these regulations shall govern.
ALCOHOL AND OTHER DRUGS
Use or possession of alcohol/drugs is strictly prohibited both during school and at ANY school-sponsored event. Possession is defined in accordance with M.G.L. Drugs shall include without limitation:

- Any tobacco/nicotine product including delivery devices/nicotine (nicotine found in cigarettes, cigars, bidis, e-cigarettes, vape pens, and smokeless tobacco)
- Vaping paraphernalia
- Alcohol (ethyl alcohol found in liquor, beer, wine)
- Cannabinoids (marijuana, hashish) and synthetic marijuana products
- Opioids (heroin, opium),
- Stimulants (cocaine, amphetamine, methamphetamine)
- Club Drugs (Ecstasy, GHB, Rohypnol®,
- Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan, robotripping)
- Hallucinogens (LSD, mescaline, psilocybin (mushrooms)
- Other compounds (anabolic steroids, bath salts)
- Inhalants
- Non-prescribed prescription drugs (depressants, stimulants, opioid pain relievers)
- Other performance enhancing stimulants
- Other performance enhancing supplements
- Any controlled substance as defined in M.G.L. 94C.
- Non-alcohol/near beer
- Any such substance, mentioned above, that is disguised in food products such as candy, baked goods, or dissolved in drinks

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. In those instances, students shall follow proper procedures to notify the health and athletic departments.

Students in possession or deemed to be under the influence of alcohol/drugs while in school or at a school-sponsored event will be subject to suspension of 5 to 10 days and/or other disciplinary action (including expulsion) deemed appropriate by the school administration. In addition, students in possession or deemed to be under the influence of alcohol/drugs while in school or at a school-sponsored event will need to participate in and complete an approved program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation.

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

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a drug, alcohol, or paraphernalia, will be suspended and may be subject to expulsion from the school or school district.
• In addition, students in possession or deemed to be under the influence of alcohol/drugs while in school or at a school-sponsored event will need to participate in and complete an approved program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation.

• Any student who is charged with a violation of the above paragraph shall be notified in writing of an opportunity for a hearing prior to the imposition of any suspension or expulsion in excess of ten (10) consecutive school days; provided, however that the student may have representation (at private expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal.

• After said hearing, the Principal or reviewing officer may, in his/her discretion, decide to suspend rather than expel a student who has been determined to have violated the above stated rule.

• Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent.

• The expelled student shall have ten (10) calendar days from the date of the expulsion in which to submit written notice to the Superintendent of his appeal. In any such appeal hearing, the student shall have the right to be represented by an attorney (at private expense), to examine the evidence against him, and to present evidence and witnesses in support of his appeal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the above stated rule.

• When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. (M.G.L. c.71, §37H)

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

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

USE OF TOBACCO/NICOTINE IN PUBLIC SCHOOLS-Definitions

• School: Public primary, secondary, and vocational schools located in Reading
• School – Sponsored Activity: An activity at least partially funded or controlled by a school or a parent-teacher organization to which students are invited and which occurs off school grounds such as a field trip, class picnic or prom.
School Ground: Property owned or controlled by a school within 100 feet, including but not limited to school buildings, structures, open space, sports or recreational facilities whether enclosed or not, vehicles owned or leased for the purpose of transporting students, school driveways, and parking lots. School grounds shall not mean any university property, college property, or adult education facility except during the time that these areas house public primary, secondary or vocational school programs.

School Personnel: A person who performs services for a public school in Reading, including but not limited to principals, assistant principals, teachers, teacher’s aids, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers and interns.

Student: A person enrolled at any primary or secondary school in Reading.

Tobacco/Nicotine Product: Cigarettes, cigars, chewing tobacco, pipe tobacco, bidis, snuff, nicotine juice, or tobacco in any of its forms, or any product containing tobacco or nicotine (including but not limited to e-cigarettes, vaporizers, or other nicotine-delivery devices).

Tobacco/Nicotine Use: The inhaling, exhaling, chewing or burning of any form of tobacco. Additionally, if an administrator witnesses tobacco smoke or vaping coming from a lavatory stall, he will anticipate tobacco/nicotine use.

Visitor: A person on school grounds who is not a student or school personnel.

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

PENALTIES FOR TOBACCO/NICOTINE USE

• In case of a first violation during any of the 4 years of high school
  o Possible one day suspension from school and attendance in a tobacco/nicotine education class
  o Payment of a ticket issued pursuant to Mass. Gen. Laws Ch 40, §21D in the amount of $75.00 and payable to the Town of Reading within twenty-one (21) days. In lieu of fine, 6 hours of community service
  o Notification to the violator’s parent or legal guardian of the infraction and mandatory parental conference
  o Mandatory one-hour tobacco/nicotine education class

• In the case of a second or subsequent violation within 4 years:
  o Possible three day suspension and attendance in a tobacco/nicotine education class
  o Payment of a ticket issued pursuant to Mass. Gen. Laws Ch 40, §21D in the amount of $75.00 and payable to the Town of Reading within twenty-one (21) days
  o Mandatory parental conference

• In the case of a third offense within 4 years:
  o Possible three day suspension and attendance in a tobacco/nicotine education class
  o Payment of a ticket issued pursuant to Mass. Gen. Laws Ch 40, §21D in the amount of $75.00 and payable to the Town of Reading within twenty-one (21) days
  o Mandatory parental conference prior to re-admission to school

• In the case of a four or more offenses within 4 years:
Possible five day suspension and attendance in a tobacco/nicotine education class
- payment of a ticket issued pursuant to Mass. Gen. Laws Ch 40, §21D in the amount of $100.00 and payable to the Town of Reading within twenty-one (21) days
- Mandatory parental conference prior to re-admission to school

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

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

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

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

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

From the point that an enrolled student concludes their 8th grade year until they graduate at Reading Memorial High School or the final athletic event of their senior year (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or distribute any beverage containing Alcohol (ethyl alcohol found in liquor, beer, wine); Tobacco/nicotine (nicotine found in cigarettes, cigars, bidis, vape pens, hookahs, and smokeless tobacco); Cannabinoids (marijuana, hashish) synthetic marijuana; Opioids (heroin, fentanyl, opium); Stimulants (cocaine, amphetamine, methamphetamine); Club Drugs (Ecstasy, GHB, Rohypnol®); Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan, robotripping); Hallucinogens (LSD, mescaline, psilocybin (mushrooms)); Other compounds (anabolic steroids, bath salts); Inhalants; Non-prescribed prescription drugs (depressants, stimulants, opioid pain relievers); Other performance enhancing stimulants; Other performance enhancing supplements; Any controlled substance as defined in M.G.L. c. 94c.; and/or Non-alcohol/near beer. For the purposes of this policy and the ensuing regulations, possession is defined by M.G.L. c.138, §34C (Possession or Transport of Alcohol) and any related case law. In addition, any such substance that is disguised in food products such as candy, baked goods or dissolved in drinks is prohibited under these regulations. It is not a violation for a student to be in possession of a legally defined drug specifically
prescribed for the student’s own use by his/her doctor. In those instances, students shall follow proper procedures to notify the health and athletic departments.

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

It is the duty and obligation of any coach or advisor employed by the Reading Public Schools to report any known violations of these regulations or other applicable policies pertaining to the possession and/or use of alcohol or drugs to the Assistant Principal for Athletics and Extra-curricular Activities and the building Principal. Failure to report a known incident will result in disciplinary action and possible termination.

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

Notwithstanding the violations listed below, there may be other factors relating to the offense including without limitation, quantity of the chemical substance, the behavior of the student or egregious nature of the violation which the Principal may consider at his/her discretion and elevate the violation below (e.g., from a first violation to a third violation) as well as impose additional penalties or sanctions. Coaches and advisors may not impose additional penalties or sanctions without the approval of the Principal. The following are the additional consequences for students who violate the above Chemical Health regulations.

**First violation:**

When the Principal confirms, following an opportunity for the student to be heard, that a violation of this policy occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 25% of all interscholastic contests and meetings/events in that sport or of school sponsored extra-curricular activities in which the student participates. In addition, the student will need to participate in and complete an approved program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. The program will be paid for by the parent/guardian of the student. In regard to interscholastic sports and other competitive extra-curricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. The high school principal, in collaboration with a chemical dependency treatment or counseling program, must certify that student is attending or has received a certificate of completion from such a program. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student.
during the next academic year. (e.g., a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

A student may not participate in interscholastic competition or participate in school-sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence, treatment, or counseling program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.

**Second violation:**

When the Principal confirms, following an opportunity for the student to be heard, that a second violation has occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 60% of all interscholastic contests in that sport and/or of school-sponsored extra-curricular activities in which the student participates. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If, after a second violation, the student, of his/her own volition, becomes a participant in an approved chemical dependency, treatment, or counseling program, the student may be certified for reinstatement in Reading Public School interscholastic sports and extra-curricular activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. In regard to interscholastic sports and other competitive extra-curricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. The high school principal, in collaboration with a chemical dependency treatment or counseling program, must certify that student is attending or has received a certificate of completion from such a program. If student does not complete program, the penalty reverts back to 60% of the interscholastic contests or meetings/events of the school-sponsored extra-curricular activity in which the student is participating. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year)

A student may not participate in interscholastic competition or participate in school-sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence, treatment, or counseling program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.
Third and subsequent violations:

When the Principal confirms, following an opportunity for the student to be heard, that a third or subsequent violation has occurred, the student shall lose eligibility without delay for one calendar year in all athletic and extra-curricular activities.

If, after the third violation, the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in Reading Public School athletic or extra-curricular activities after six (6) months provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a chemical dependency, treatment, or counseling program, must certify that student is attending or has received a certificate of completion. If student does not complete a program, the penalty reverts back to one calendar year. The program is funded by the parent/guardian. This exception shall not apply to fourth or subsequent violations of this policy.

After a finding of a third or subsequent violation, a student will not be allowed to attend any practices or extra-curricular activities in any capacity during the period of his/her loss of eligibility.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one (1) year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

A student may not return to interscholastic competition or participate in school sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence or treatment program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.

Other

1. A student entering their Junior or Senior year that has violated the chemical health policy may participate in an interscholastic sport and extra-curricular activity in which they have not previously participated in during high school in order to serve the loss of eligibility. The student’s loss of eligibility, however, will apply to both the new interscholastic sport or school-sponsored extra-curricular activity and the interscholastic sport or school-sponsored extra-curricular activities in which the student had participated in during previous years in the manner outlined below. Students found in violation of this policy may participate in interscholastic sports and extra-curricular activities in which they have not previously participated, but will serve the suspension in both the new sport/activity and 10% of the events from next sport/activity that he or she has participated in during previous years. For example, a student who has only played ice hockey during his/her Freshman and Sophomore years, and then violates the policy for the first time during the spring of his/her junior year, but then decides to run Cross Country in their Senior year for the first time, will serve the normal 25% penalty during the Cross Country season and
then a 10% penalty during the Ice Hockey season. The high school principal will have the final decision on each situation.

2. If a student is serving a penalty during a season where he/she participates in both athletics and extra-curricular activities, the student will serve the penalty for both or all of the activities and contests. For example, if a student participates in football and the fall drama production, he/she will serve the penalty for both football and the fall drama production.

3. When a student leader has been elected for a leadership position and subsequently is found in violation of these regulations, that student will lose all rights to continue to be an officer of that organization and forfeits the right to be selected for any other leadership position for one calendar year from the date of the violation.

4. When an athlete has been designated as a team captain—and then subsequently is found in violation of these regulations, that athlete will lose all rights to continue to be a captain of that sport and forfeit the rights to be selected a captain in any other sport for one calendar year from the date of the violation.

5. If a family cannot afford to pay for a program as outlined above, the Reading Public Schools will work with the family to identify ways to fund the program (i.e. health insurance, financial assistance, etc.)

6. If a student or family wishes to appeal a chemical health violation, it must be filed with the principal within 7 days of the verified violation. If the family wishes to appeal the Principal’s decision to the Superintendent, it must be filed within 7 days of the appeals decision.

7. These regulations will be reviewed by the athletic department, health-wellness department, administration, police, and the Reading Coalition Against Substance Abuse (RCASA) on an annual basis to address changes that may be occurring in the use of illegal substances by students.
### Legal Reference

1. M.G.L. 272:40A
2. M.G.L. c.138, §34C
3. M.G.L. c 94C.;
4. Town of Reading Article 5.5.6 - Consumption of Alcoholic Beverages; Town of Reading Article 17: Section 5.5.10 - Public Consumption of Marijuana or Tetrhydrocannabinol

### Cross Reference

1. IHAMA, Teaching About Drugs, Alcohol, and Tobacco
2. GBEC, Drug Free Workplace Policy
3. MIAA Chemical Health Guidelines

### 1st Offense - 25%

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### 2nd Offense - 60%

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### 2nd Offense w/Dependency Program - 40% if in the program throughout the penalty period.

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<tr>
<th># of Events / Season</th>
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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 & 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.
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.
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.

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:

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or 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.

(b) 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.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) 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.

(e) 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.

(f) 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.

(g) 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)

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, and other distracting actions are forbidden.

APPOINTMENTS AT THE OFFICE
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.

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.

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.

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.

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.

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.
• 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.

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.

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.*

CONDUCT OF STUDENTS INSIDE OF SCHOOL
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 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 within 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.

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.

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 breathalyzer check before admission to a school dance. 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 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.

**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 headgear in the form of hats, bandanas, hoods, or other material that covers the head and/or face interferes with the identification of students. Therefore, barring religious and/or medical circumstances, students are not allowed to wear headgear 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.

**ELECTRONIC DEVICES**

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 both academic settings and the workplace.

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, 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, corridors, P.E. locker rooms and bathrooms at RMHS.

Designating a time and place for sanctioned phone use is provided as a means to motivate students to cooperate with reasonable guidelines for phone use in school.

- The use of smart and cell phones in the classroom will be at the discretion of the teacher and for educational purposes.
- Smart and cell phones may be used in the cafeteria only during lunch periods.
- No pictures or videos may be taken in the cafeteria without administrative permission.
- Because of corridor safety and concerns about students arriving to classrooms on time, phones may not be used in the corridors.
- If a student needs to contact a parent or other family member, he/she may do so by using the phones in the administrative offices. Cell phones should be kept out of sight on a person or in a pocketbook, and the device should be turned off.
- Use of electronic equipment is not permitted in corridors or classrooms during the school day (this includes during exam periods). Exceptions are authorized educational applications in the classroom, library, learning center, and directed studies.
- Students may listen to music with headphones in in directed studies and in the library or with teacher permission.
- Unauthorized use of any of this technology during the school day will result in it being confiscated. Repeat offenses will subject the student to Saturday detention or suspension.

The following consequences apply if a student is observed using an electronic device by a faculty member or administrator in an unauthorized setting:

| **1st Offense:** | The electronic device will be confiscated for the block and a verbal warning will be issued. |
| **2nd Offense:** | The electronic device will be confiscated for the day and turned into the appropriate assistant principal; an administrative detention may also be issued and the parent/guardian of the student may be notified. |
| **Subsequent Offenses:** | The electronic device will be confiscated and a Saturday detention will be assigned. Also a parent conference will be scheduled. Continued offenses may result in in-house or out of school suspension. |

**Refusal to give a staff member a confiscated phone:** Student will be sent to the assistant principal’s office; phone will be confiscated and picked-up only by a parent/guardian; Saturday detention will be assigned.

**GUIDELINES FOR USE OF ELECTRONIC DEVICES IN DIRECTED STUDIES**
RMHS students are allowed to use electronic devices for the purpose of listening to music or podcasts in Directed Studies and in the library according to the following guidelines:

- Devices may be used in study classrooms and library only.
- Headphones are for individual use only and may not be shared.
• Because of safety and communication concerns, earphones and electronic devices may not be used in the corridors or non-study classrooms.

• Volume will be controlled at the teacher’s discretion. If a teacher feels the volume is too loud, the student will cooperate in lowering the volume.

• Although some electronic devices have additional texting or internet features, these uses are not allowed.

• Students will remove headphones and put devices away before leaving study classrooms.

• Failure to comply with these guidelines will result in confiscation of the device, loss of this privilege, and may result in further disciplinary action.

FOOD AND DRINK REGULATIONS
• Food and drink must remain in the cafeteria or in approved designated areas.
• If students are found with open containers of food or drink outside those areas, they will be told to dispose of them and be assigned detention.
• Blatant disregard for the cleanliness of the building will result in further disciplinary action such as after-school custodial work.
• Students coming to school later in the day or returning to school (from same-day dismissals, Field Seminar, etc.), should not stop to buy food or drink and bring it into the building, or they risk disciplinary action.

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.

LEAVING SCHOOL GROUNDS
Students enrolled in internship programs such as Field Seminar and Career/Community Service Internships 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.

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.

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.**

**STUDENT DUE PROCESS RIGHTS**

**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
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.

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

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

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 follow conditions:

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

CO-CURRICULAR ACTIVITIES

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 extracurricular 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 Edline page for specific information about the range of school sponsored co-curricular 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.

**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. Please see the 2013-14 Financial Assistance Information document on the RMHS Edline main page. Applications for the FFRM are found on the RMHS Edline site 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>
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| Athletics                         | $215.00 per athlete per sport  
$500.00 cap per athlete per year  
$800.00 cap per family per year  | Three seasons: Fall, winter and spring |
| Band: Fall Marching Band, Stage Band, Color Guard, Band: Jazz Band, Winter Percussion, Winter Guard | $175.00 per activity  
$450.00 cap per student per year  
$750.00 cap per family per year | Two seasons: Fall & Winter |
| Drama                             | $100.00 per student per season  
$50.00 per student for crew per season  
$250.00 cap per student per year  
$450.00 cap per family per year | Three seasons: Fall, Winter and Spring |

**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.

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. 
4. Is this equivalent to past academic requirements?
(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.
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:

Craig Martin, 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:

Carolyn Wilson, Director of Student Services
Reading Public Schools
62 Oakland Road
Reading, Massachusetts 01867
781-942-9129

HARASSMENT 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 with 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 designee’s 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:**

Assistant Superintendent for Finance and Administration  
Reading Public Schools  
62 Oakland Road  
Reading, Massachusetts 01867  
781-944-5800

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

**Students:**

Craig Martin,  
Assistant Superintendent for Learning and Teaching  
Reading Public Schools  
82 Oakland Road  
Reading, Massachusetts 01867  
781-944-5800

Section 504 Coordinator (disability-related claims):  
Carolyn Wilson  
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
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 at http://reading.k12.ma.us/Bullying/BullyingReport.htm.

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 that 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.

**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.

**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.

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.

Miscellaneous


(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.

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.

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.
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.

APPENDIX A
File: ACAB-P/ACAC-P

READING PUBLIC SCHOOLS
STAGE 1
HARASSMENT/DISCRIMINATION COMPLAINT FORM

Name_________________________________________ Date ___ / ____ / ____

School ________________________________________ Grade ____
Who was responsible for the alleged harassment or discrimination?

Describe the alleged harassment or discrimination:

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

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

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

What was your reaction to the alleged harassment/discrimination?

Describe any subsequent incidents.

Signature of Complainant

APPENDIX B

READING PUBLIC SCHOOLS
HARASSMENT/DISCRIMINATION REPORTER FORM

Name_________________________ Date / / 

School ________________________ Grade _____

Name of individual harassed / discriminated against:
Who was responsible for the alleged harassment/discrimination?

Describe the alleged harassment/discrimination:

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

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

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

Describe any subsequent incidents.

__________________________
Signature of Reporter

APPENDIX C

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

Date of Complaint _____/_____/_____ Name of Complainant ________________________

Name of person(s) allegedly harassing or discriminating

File: ACAB-P/ACAC-P
Description of Complaint:  

Date of Conference ___/___/___  

Description of Investigation:  

Action Taken:  

Date of follow-up conference with complainant: ___/___/____  

( ) Resolved. Describe action taken - ____________________________________________________________  

( ) Referred to Assistant Superintendent  

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

______________________________________________  
Signature of Administrator  

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

READING MEMORIAL HIGH SCHOOL DANCE CONTRACT

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

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

<table>
<thead>
<tr>
<th>RULES</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must attend school the day of the dance or they will not be admitted. For a weekend event, students must attend school on the most recent school day. (The RMHS Administration must previously approve any exceptions to the rule.)</td>
<td>Denied admission</td>
</tr>
<tr>
<td>Students are expected to wear the appropriate attire for the occasion.</td>
<td>Denied admission</td>
</tr>
<tr>
<td>Once a student leaves the dance, he/she may not return.</td>
<td>No re-admittance for any reason</td>
</tr>
<tr>
<td>Students must remain within the physical boundaries of the dance area.</td>
<td>Removal from the dance</td>
</tr>
<tr>
<td>If I dance, then I will dance in a style that will not offend others.</td>
<td>Removal from dance &amp; exclusion from next 3 dances</td>
</tr>
<tr>
<td>Entrance to dance will be closed one half-hour after the stated beginning time.</td>
<td>Denied admission</td>
</tr>
<tr>
<td>Dances are for Reading Memorial High School students. In unusual circumstances, special requests may be granted through the Assistant Principal for non-students to attend.</td>
<td>Removal of both non-RMHS student and RMHS host from dance.</td>
</tr>
<tr>
<td>Consumption of alcohol or any controlled substance is prohibited before or during the dance. Upon admission to school dances, proms and other school sponsored events on or off the school property, every student shall be subject to the following:</td>
<td></td>
</tr>
<tr>
<td>• Upon entrance a search of the student pocketbooks, book bags, athletic bags, or backpacks</td>
<td></td>
</tr>
<tr>
<td>• Upon entrance a breathalyzer test is administered to detect the use of alcohol (Breathalyzers shall be administered by school administrators.)</td>
<td></td>
</tr>
<tr>
<td>• Upon entrance confiscation of water bottles or other beverage containers</td>
<td></td>
</tr>
<tr>
<td>• A requirement that coats and jackets be left at a table by the entrance door which will be monitored by event chaperones.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• Results of a breathalyzer test will be used as one component for determination of school based disciplinary consequences.</td>
<td></td>
</tr>
<tr>
<td>• Parent notification &amp; removal from dance</td>
<td></td>
</tr>
<tr>
<td>• Exclusion from next 3 dances with carryover to next year</td>
<td></td>
</tr>
<tr>
<td>• Suspension from sports and extra-curricular activities in accordance with MIAA guidelines articulated in Student Handbook</td>
<td></td>
</tr>
<tr>
<td>• Suspension will apply to current or next season of participation</td>
<td></td>
</tr>
<tr>
<td>• Loss of leadership roles in school activities and teams.</td>
<td></td>
</tr>
<tr>
<td>• ** Police may be notified</td>
<td></td>
</tr>
</tbody>
</table>

Furthermore, I understand that:

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

RMHS Student Signature: __________________________ Date: ________/_______/_______

Parent/Guardian Signature: __________________________ Date: ________/_______/_______

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

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

Please return to Main Office or Class Advisor

85
Appendix E

Reading Memorial High School Function GUEST PERMISSION TO ATTEND FORM

*Due at least 72 hours before deadline for tickets for event

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

Please print the following information.

<table>
<thead>
<tr>
<th>Name of Guest: ___________________________ Gr. ___</th>
<th>RMHS Function/Event: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest’s Address: ______________________________</td>
<td>Date of Function/Event: <em><strong>/</strong></em>/____</td>
</tr>
<tr>
<td>Guest’s Home Phone: ___________________________</td>
<td>RMHS Student: ___________________________ Gr. ___</td>
</tr>
<tr>
<td>Guest’s Age: ___________ Date of Birth: <em><strong>/</strong></em>/____</td>
<td>Guest’s Age: ___________ Date of Birth: <em><strong>/</strong></em>/____</td>
</tr>
</tbody>
</table>

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

Assistant Principal’s
Printed Name: ____________________________________________School/Employer Title: ____________________________
Assistant Principal’s
Signature: ________________________________________Phone: __________________ Date: ____________

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

Guest’s Signature: ___________________________ Date: ____________
RMHS Student’s Signature: ___________________________ Date: ____________

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

RMHS Parent/Guardian Signature: ___________________________ Date: ____________
Landline/Cellphone where a parent/guardian can be reached during the event: ____________________________

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

RMHS Administrator: ___________________________ Date: ________ □ Approved □ Not Approved
Appendix F

READING MEMORIAL HIGH SCHOOL ATHLETIC PERMISSION FORM

Athlete's Name _________________________ Grade _______ Sport _______________________

Address ____________________________________________ Home Tel. # __________ Work Tel. # __________

Parent/Guardian Name ____________________________________________ Cell # _______________________

Insurance Company ____________________________________________ Family Doctor _______________________

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

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

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

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

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

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

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

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

RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT

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

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

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

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

Parent/Guardian has completed the REQUIRED Massachusetts state annual concussion training using WWW.NFHSLearn.com ______ Yes______ No_____
READING MEMORIAL HIGH SCHOOL BAND & COLOR GUARD PERMISSION FORM
2013-2014 School Year

Athlete's Name ___________________________ Grade ______ Sport ___________________________

Address ________________________________ Home Tel. # __________________ Work Tel. # ________

Parent/Guardian Name ___________________________ Cell # ___________________________

Insurance Company ___________________________ Family Doctor ___________________________

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

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

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

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

RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT

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

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

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

Physical within the last 13 months on file in athletic office Yes____ No ______

Doctor Stamp ___________________________ Date of Examination ___________________________

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

Student Signature ___________________________ Date __________________

Parent/Guardian Signature ___________________________ Date ______________
PRE-PARTICIPATION HEAD INJURY/CONCUSSION
REPORTING FORM FOR EXTRACURRICULAR ACTIVITIES

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

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Has student ever received medical attention for a head injury?  Yes____ No___

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

If yes, please describe the circumstances:

Parent/Guardian:
Name: ________________________________ Signature/Date ________________________________
(Please print)

Student Athlete:
Signature/Date ________________________________
Acceptable Use Policy – Student Agreement (Grades 6 – 12)

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

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

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

Contract for Use of Technology -

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

Student Name: _________________________________ Date:__________

Signature: _________________________________

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

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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TO: Reading School Committee  

FROM: John F. Doherty, Ed.D.  
Superintendent of Schools  

DATE: July 25, 2016  

TOPIC: Continued Discussion & Vote: Director of Finance and Operations Finalists  

At our meeting on Wednesday evening, the School Committee will continue their discussion and vote on the recommendation for the position of Director of Finance and Operations.  

I have attached the resumes for your information.  

If you have any questions, please contact me.
Gail Dowd

June 15, 2016

Human Resources
82 Oakland Road
Reading, MA 01867

RE: Director of Finance and Business Operations, Reading Public Schools (Job ID2593124)

Attached please find my resume in consideration for the Director of Finance and Business Operations position. After spending my career within the financial services sector, I am looking for an opportunity to utilize my skills within the public sector as an opportunity to give back and make a difference at a local level. I believe that after a review my qualifications you will see that I have the required skill set to transition into this new role within the Reading School District. After twenty years of successful positions and increased responsibilities within the corporate space, I am ready for a career change and am confident that my experience positions me well for this position. The attached resume details my background, experience, training, education and certification and depth of experience I can contribute to this position. I welcome the opportunity to interview for this position.

My previous experience working as a Vice President of Financial Reporting at Eaton Vance and as a Managing Director of Finance for Eaton Vance provide me significant exposure to preparing and reporting on our corporate cash flow, managing budgets and tracking actual expenditures against capital projects. I also have in-depth experience in ensuring adherence to compliance with regulatory requirements within the financial and banking sectors.

A key aspect of my position at Investors Bank was developing and presenting the monthly forecast, three year budget and ten-year plans to the executive team as well as to the Board of Directors. While at Investors Bank and Eaton Vance I have been the main liaison to the external auditors and have a proven track record of ensuring a timely audit. Throughout my career at Investors Bank & Trust and Eaton Vance I have been in a position of leadership and have built successful teams through my interpersonal and leadership skills.

I am a Certified Public Accountant in the State of Massachusetts and have a solid background in accounting principles and also a proven record of learning and adapting
to new industries and sectors. I have a BS in accounting and finance from the University of Massachusetts, Lowell, as well as an MBA from the Sawyer School of Management at Suffolk University.

My enclosed resume outlines my experience and skills. I look forward to taking the next steps with you.

Sincerely,
Gail Dowd
GAIL SIMARD DOWD, CPA

CAREER EXPERIENCE

Experienced, goal-oriented professional with a diverse and demonstrated track record in all aspects of finance and accounting including a track record of driving efficiency and productivity through strategic planning.

Core competencies:
- Strategic Planning & Analysis
- Financial & Regulatory Reporting
- Internal controls
- Technology Integration & Implementation
- Cost Reductions
- Efficiency Improvements
- Investor Relations
- Capital stock transactions
- Executive Compensation
- Option Administration
- Corporate Insurance

CAREER EXPERIENCE

Eaton Vance Management, Boston, MA, June 2007 – Present

Vice President, Director of Financial Reporting, Accounting Research, Internal Controls and Stock Administration

Support Senior Management and business objectives while ensuring a control environment in conformity with appropriate financial regulations. Work with members of finance and accounting as a lead in technology implementations and integrations. Utilize SAP, Hyperion, Essbase and IBM Cognos FRS, Schwab Stock Plan Manager technology applications.

Accounting, Financial Reporting and Internal Controls:
- Lead internal and external reporting efforts for all legal entities of a multi-tiered organization. Includes preparation and submission of filings with the SEC, FINRA, FSA, Companies House (London), ACRA (Singapore) in accordance with US, UK, Singapore and Australian GAAP. Coordinate responses for SEC comment letters and activities of the disclosure committee to ensure compliance with all GAAP and SEC requirements. Responsible for preparation of quarterly earnings press releases including preparation and review of conference call scripts and earnings call presentations. Lead the Disclosure Committee process and presentations to the Audit Committee of the Board of Directors.
- Implemented complex requirements related to detailed XBRL mapping and tagging. Specifically responsible for all mapping efforts for initial adoption and subsequent annual migrations to new Taxonomies. Accurately and timely filed all reports without utilizing 30 day grace period for initial filings.
- Prepared and controlled timing and review process of 8-K filing related to adoption of new accounting standard on accounting for non-controlling interests and two-class method of calculating EPS and resulting associated recasting of historical data. Prepared filings related to issuing of long-term debt, issuance of new shares under stock compensation plans, new line of credit and announcements of significant acquisitions and significant compensation plans.

Technology Initiatives:
- Directed and managed implementation of Clarity financial reporting (IBM Cognos) software including development.
- Steering committee member and subject matter expert on SAP/HFM implementation project that replaced legacy general ledger, fixed asset and consolidation applications. Key member of all aspects of the implementation from RFP process through conversion and go-live, including rollout of new procurement application. Lead design of new chart of accounts which improved the efficiency of reporting and also automated cash flow reporting.
- Key member and subject matter expert on RFP related to option administration outsourcing initiative. Documented and presented key internal control concerns on potential vendors as they relate to expensing and dilution calculations. Managed all aspects of conversion process and assumed responsibility for full function upon completion of conversion.

Accounting Research and Internal Controls:
- Research, document and implement complex accounting pronouncements including application and disclosures requirements related to: non-controlling interests for entities that are valued at other than fair market value (SFAS 160 and SEC Topic D-98), consolidation of a variable interest entity (SFAS 167), the two-class method of calculating earnings per share, debt issuance and debt retirement, accounting treatment for nonrecurring transactions including, derivative activity and associated investment accounting, new long-term deferred alpha compensation plan, closure of entity and impact on existing Goodwill, entry into new lines of business and associated revenue treatment, new fair value measurement disclosure requirements and new comprehensive
income disclosure requirements, reporting requirements on Form 8-K related to acquisition of Canadian entity, provision requirements related to Canadian acquisition, lead technical initiatives related to the impact of new accounting pronouncements related to the adoption of new UK Gaap.

- Manage external audit process and act as liaison with Internal Audit and external auditors on corporate Sarbanes-Oxley/404 program including overhaul of key controls related to key system implementation. Reported results to Audit Committee of the Board of Directors.
- Establishing and maintain all corporate accounting policies. Developed procurement policies, procedures and controls for new Procurement function and SAP SRM application.
- Managed process to adopt COSO 2013 utilizing documentation sufficient for auditors to utilize which resulted in a reduction of audit hours and fees. Perform annual risk assessment, documentation of key controls over financial reporting and detailed assessment of identified deficiencies. Present findings to the Audit Committee of the Board as appropriate.


Managing Director, Finance (January 2007 – June 2007)
Senior Director, Finance (January 2005-December 2006)
Director, Finance (January 2002-December 2004)

Strategic Planning & Analysis (2001 - 2007)

Established and managed long-term financial targets in relation to strategic five-year plan for presentation to executive management, Board of Directors, including preparing and maintaining detailed two year budget. Establish and maintain monthly three year detailed forecast including key performance indicators for utilization by senior management and investor relations for strategic decision making. Responsible for directing the day to day responsibilities of 24 individuals.

Responsibilities included:

- Integral in due diligence for sale of Investors Financial to State Street Bank – including preparing required financial schedules/analysis and review of merger documents
- Integral part of financial statement restatement (2004)
- Directed implementation and enhancement of client profitability analysis and reporting.
- Ensure compliance with SOP 98-1 including monitoring and tracking of technology spending
- Directed conversion of legacy planning system from Hyperion Pillar to Oracle Financial Analyzer while enhancing forecasting package and increasing number of financial models.
- Responsible for all aspects of administering stock option programs for employees and non-employee directors. Assisted in development and communication for plan enhancements plans – including addition of a reload feature. Transitioned administration from legacy in-house administration platform (Transcentive) to out-sourced provider (Fidelity). Key member of FAS123r implementation ensuring proper compliance with all aspects of FAS123r.
- Executive Compensation – maintain bonus matrix for executive management. Update matrix based on projected financial performance. Ensure all bonus programs are accurately accrued for on a monthly basis. Ensure all keyman life insurance, long-term disability premiums are paid timely. Maintain executive perks including leased cars, tax preparation, estate planning.

Corporate Insurance (2001 - 2007)

Ensure corporate financial and professional and property and casualty insurance programs are maintained to minimize risk to the organization in a fiscally responsible manner. Review overall program structure, coverage, renewal terms, limits and retention on an annual basis and present to Board of Directors on an annual basis. Meet with insurance underwriters to present renewal information required to obtain renewal quotes. Ensure operation units are in compliance with insurance programs. Monitor claims to ensure insurance carriers are notified as appropriate. Worked with senior management and external brokers to establish and maintained a Vermont Insurance captive as part of corporate tax strategy.

Investor Relations (1999 – 2001)

Responsible for developing corporate investor relations program including redesign of the Company’s investor relations web page, ensured compliance with all rules and regulations related to insider information and disclosure in accordance with regulation FD. Developed and scheduled presentations for analysts, institutional shareholders and rating agencies. Worked with CFO and CEO to establish contacts at the largest institutional shareholders, initiate analyst coverage on an on-going basis, participated in various road show presentations including secondary public offering. Assisted in the development of financial models and review of analysts’ reports. Responsible for preparing quarterly press releases and conference call scripts along with presentations utilized for the annual shareholder meeting.
Directed day to day responsibilities to ensure all regulatory and financial reports were accurately and timely filed. Worked directly with internal and external auditors on routine bank examinations. Responsible for monthly board reporting including automation of the monthly Treasurer’s report to enable to Company to minimize the amount of time required to prepare the report. Other responsibilities included reporting to the FDIC, Federal Reserve, Massachusetts Commissioner of Banks and SEC – including annual report, Form 10-k, Form 10Q, S-3 and proxy statements, Call Reports, Y-9, Y-9LP, Y-8

Payroll Manager (1997 – 2000)
Responsible for payroll administration for 1,600 employees world-wide. Ensured compliance with all rules, regulations and required filings for all aspects of payroll processing. Directed search for an integrated payroll/HRIS system solution from RFP through conversion. Directed conversion from ADP to Ceridian with no processing errors. Developed a formalized commission tracking system ensuring all commission amounts were accurate and in accordance with commission program.

Employee Benefits Manager (1996 to 1997)
Responsible for administration and compliance of all health and welfare plans. Directed, evaluated and provided career development for four individuals.

- Worked directly with the CFO in the selection process for 401(k) and pension administrators, including formal presentations to senior management. Converted existing 401(k) plan from in-house process to outsourced vendor – including migrating from quarterly valued plan to daily valued plan.
- Worked with CFO to prepare, present and implement enhancements to 401(k) Company match in conjunction with freezing participation in the defined benefit plan, ensuring all appropriate legal notifications were timely prepared and filed.
- Responsible for administering all aspects of 401(k) Plan and Pension Plans, including preparation of annual financial statements and Form 5500. Reviewed participant activity, conducted information sessions and annual non-discrimination testing.
- Developed and rolled out Employee Stock Purchase Plan in three locations – Boston, Dublin and Toronto. Researched potential regulatory issues in each country and established relationship with broker to set up and account for employees participating in the plan (AG Edwards).
- Selected new insurance broker and worked with broker to analyze and re-evaluate benefit plan structure to ensure a competitive structure, analyzed bids, selected new carriers and converted existing policies to new carriers.

Account Supervisor, Mutual Fund Administration (December 1994 – May 1996)
Ensured accurate and timely shareholder reporting for largest client (Eaton Vance) comprised of 140 Portfolios and 280 Spokes. Review conversion of account balances and reporting of new clients to Fund Administration, along with newly converted funds to Master/Feeder structure. Worked with Fund Accounting and Fund Administration to increase communication and implement support procedures to streamline reporting process and reduce duplication of work. Responsible for direction, evaluation and career development of four Senior Account Specialists. Responsible for problem identification and issue resolution with external auditors.

Ernst & Young, LLP, Boston, Massachusetts, August 1991 – December 1994

Audit Senior
Supervised and coordinated full scope audit services on numerous clients within insurance, registered investment company, high-tech manufacturing, aerospace and defense contractors segments. Responsible for planning, budgeting, staff scheduling and execution of audits. Provide training and performance feedback for staff on audit engagements. Work with clients to research and resolve accounting and reporting issues. Make formal and informal presentations to clients and audit committees. Prepare overall engagement fee analysis and engagement billing. Worked with clients to prepare and complete initial public offerings as well as assist in final audits for clients in Chapter 11.

EDUCATION

Masters of Business Administration (2002)
FRANK SAWYER SCHOOL OF MANAGEMENT, SUFFOLK UNIVERSITY – BOSTON, MA

Bachelor of Science, Accounting and Finance (1991)
UNIVERSITY OF MASSACHUSETTS – Lowell, MA

CERTIFICATIONS
Certified Public Accountant in the state of Massachusetts (November 1991)
BOARD MEMBERSHIPS
American Textile History Museum, Lowell, MA – chair of Audit Committee
Arts & Business Council (through 2006 – 2009)
June 28, 2016

Reading Public Schools
Attention: Human Resources
82 Oakland Road
Reading, MA  01867

To Whom It May Concern:

Thank you for the opportunity to apply for the Director of Finance &
Operations/Business Manager position. I have submitted the online application and
have attached my resume. I understand that additional certification will be required for
this position and I am willing to pursue that accreditation.

I am currently employed full time in the field of Finance. Despite a long and rewarding
history with my current employer, I have decided to pursue other avenues that will
further challenge me. The chance to engage in the public sector provides an exciting
new opportunity to bring the advanced skills and experience I have attained and adapt
them to the unique needs of Reading Public Schools.

My career history has focused primarily on financial planning and analysis, budgeting,
forecasting, and management reporting. I have been responsible for regular reporting
of financial results, creation of executive summaries, analysis of financial outlook, and
strategic planning. This has involved engaging with various levels of executive
leadership to report on and provide interpretation of results and provide status reports
with regard to ongoing projects. I possess a high degree of technical expertise, easily
adapting to a wide variety of financial systems and reporting tools. In addition, I am
able to engage with many different individuals across the organization, seeking support
and consensus-building where needed. I have a high level of personal and
communications skills and an approach that enables me to work effectively with others
both vertically and horizontally with an organization.

Thank you for your time and initial consideration. I would welcome the opportunity to
further discuss this position, to hear your vision for this role, and to expand further on
how I may be able to help meet your needs for the Reading Public Schools.

Sincerely,

Joseph Tortorelli
OVERVIEW

- Over 15 years in high level Finance positions with management experience
- Leader of budgeting, forecasting, and strategic planning discussions and processes
- Extensive reporting responsibilities to executive leadership and decision makers
- Project planning and business case development
- Advanced proficiency in Enterprise, database query systems, and SAP
- International work experience (Paris, France)
- Exposure to GAAP/IFRS reconciliation
- Self-motivator with strong initiative and proven track record of team collaboration
- Ability to prioritize workload to meet firm deadlines while maintaining attention to detail
- Strong communicator and experienced presenter both in-person and virtually

PROFESSIONAL EXPERIENCE

Financial Reporting, Planning, and Analysis:
- Integral part of a corporate level Financial Planning & Analysis team for a global company
- Responsible for consolidation and analysis of results, forecasts, and budgets
- Tasked with framing management discussions around review of financial results
- Developed key performance indicators and ad hoc analyses to aid executive level decision making
- Utilized various complex reporting systems such as SAP and HFM for data analysis
- Liaised with multiple operating divisions and overhead functional departments for business reviews
- Drove continual enhancement and improvement of financial and management reporting processes
- Business unit leader on the rollout of an internal financial reporting tool, responsible for training and support to over 100 users, performing data validation and proposing system enhancements

Project Management:
- Contributed to the design of new enterprise-wide reporting and forecasting tools including:
  - Identification of current state deficiencies
  - Documentation of a detailed future state functional and technical design
  - Creation of a data dictionary to define data points and document data sources
  - Participation in vendor demonstrations and assessment of potential tool capabilities
  - Communication of findings to project team and executive leadership
- Managed deliverables as defined in the detailed project plan and reported on percent completion
- Developed, led, and participated in onsite and virtual workshops with subject matter experts
- Created a detailed quantitative business case including documentation of assumptions, support schedules, and determination of ROI, ROCE, and payback periods

Finance and Accounting Fundamentals:
- Participated in the periodic financial closing activities including journal entry preparation, GL account reconciliation, and Work-In-Process closeout
- Prepared Income Statement, Balance Sheet, Cash Flow, and ad hoc financial reports
- Partnered with internal finance functions to research discrepancies and provide data to leadership
- Reconciled Bank accounts
- Assisted in internal field audits and General Controls Reviews of company operations
- Involved in a conversion to new accounting software including extensive preliminary GL setup

Operations and Customer Service:
- Reviewed operational activities and provided assessment to senior management
- Partnered in successful efforts to improve customer-facing experiences
- Developed, maintained, and revised operational files related to company policies and procedures
- Promoted employee development through the establishment of recognition programs
- Interacted extensively with retail customers to resolve disputes and respond to inquiries
JOSEPH A. TORTORELLI

EMPLOYMENT HISTORY

2000-Present  Sodexo, Inc.
Sr. Director, Project Initiatives, Boston, MA
Sr. Director, Group FP&A, Paris, France
Sr. Director, Noram FP&A, Gaithersburg, MD
Director, Finance, Gaithersburg, MD
Sr. Manager, Finance, Gaithersburg, MD
Manager, Finance, Gaithersburg, MD
Financial Analyst, Gaithersburg, MD

1998-2000  Swissport
Accountant, Dulles, VA

1996-1998  Acme Garage Door
Accountant, Washington, DC

1994-1996  Bank of America
Operations Analyst, San Francisco, CA
ATM Fraud Analyst, San Francisco, CA

EDUCATION

CALIFORNIA STATE UNIVERSITY, HAYWARD, CA 1993
Bachelor of Science Degree in Business Administration, Accounting program

ORGANIZATIONS

VILLAGE AT TOWN CENTER CONDOMINUM ASSOCIATION, GERMANTOWN, MD
Board of Directors, Treasurer 2006-2008, 2010-2014

MEALS ON WHEELS
Volunteer 2011-Present

i-GEN, SODEXO EMPLOYEE BUSINESS RESOURCE GROUP
Member 2010-Present
National Leadership Council, Treasurer 2011-Present

SOAR, SODEXO EMPLOYEE BUSINESS RESOURCE GROUP
Member 2011-Present

SODEXO STOP HUNGER INITIATIVES
Leader, Servathon Smart Sacks Program 2008-2011, 2013
Leader, Helping Hands Food Drive 2011
June 26, 2016

Dr. John F. Doherty, Ed. D.
Superintendent of Schools
Reading Public School System

Dear Dr. Doherty,

I am writing to express my interest in the Director of Finance & Operations position of Reading Public Schools. You currently know me as the Treasurer of the J. W. Killam PTO. I have thoroughly enjoyed the last 3 years that I have spent in that role. It has given me insight as to the behind the scenes activities at Killam.

I grew up in Reading and graduated RMHS in 1990. I decided to move back to Reading because of the great school system. I have 2 children in the school system, one at Killam and one at Parker. I take great pride in this community. This position seems like a perfect fit for me.

I am currently the Director of Financial Reporting at Oxford Global Resources, LLC, an IT staffing firm with over $400 Million in sales for 2016. Last fall, I went out to our Parent Company headquarters in California and transitioned the accounting of 2 more divisions with over $130 million in sales to Massachusetts. I am a fast learner and can quickly adapt to a school district environment. I have a proven track record as a manager, as most of my employees have worked for me for over five, ten and even fifteen years.

I would love the opportunity to meet with you and discuss my qualifications and what I can bring to the Reading Public School System. My Resume is enclosed for your review. Thanks in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Kimberly Grady
Director of Financial Reporting

Managed the daily operations and accounting functions of the Accounts Payable and General Ledger group for over 18 years. Complete understanding of all related accounting functions, including payroll, accounts receivable, and credit and collections. Ensure company financials are compliant with all internal and external policies and regulations. Prepare annual budget with Director of Financial Planning. Oversee the internal and external audits.

Professional Experience

Oxford Global Resources LLC, Beverly MA 1994 – current

Oxford is a Premier contract recruiting firm of highly skilled consultants with the business knowledge and hard-to-find technical expertise in IT, Healthcare Technology, Engineering and Life Sciences with offices in the U.S. and Europe with over 400 million in revenue.

Director of Financial Reporting (2014 – Current)

Manage the overall daily operations and accounting functions of the Accounts Payable and General Ledger group. Provided direction, supervision, and support to staff of approximately 13 to supply accurate and timely financial and management information.

- Transitioned the accounts payable and general accounting functions of two subsidiaries from California to Massachusetts, $130 Million in revenue.
- Streamlined best practices for all companies post transition to improve efficiency.
- Manage a general ledger staff of 8 employees.
- Streamlined monthly close process from 10 days to 8 days.
- Manage accounts payable staff of 5 employees; ensure timely payments of all invoices and employee expenses.
- Ensure financial statements comply with internal policy and external regulations.
- Assisted Branch Managers with the preparation of their annual sales budgets, $400 million in 2015, $430 Million in 2016.
- Prepared SG&A budget for 25 branch offices and the corporate headquarters.
- Awarded participation in the corporate manager annual incentive program for performance.

Financial Reporting Manager (1999-2014)

- Developed, documented and maintain all internal controls for Sarbanes Oxley compliance.
- Took over the supervision and operation of the Accounts Payable Department (staff of 3-5).
- Streamlined the monthly close process from 21 days to 10 days.
- Directly responsible for managing 5-10 employees (hiring, termination, performance appraisals).
- Review monthly and quarterly variance analysis.
- Oversee the annual audit (Internal and External).
- Managed the PeopleSoft Conversion for several system upgrades.
- Assisted in the preparation of the annual budget.
• Received Corporate Service Award for Excellence on two occasions.

Accounting Supervisor (1997-1999)
• Supervised a team of five employees.
• Supervised month-end and year-end closing functions.
• Assisted in the implementation of PeopleSoft Financial Software.
• Prepare supporting documentation for tax return.

Senior Accountant (1996-1997)
• Trained accounting assistants.
• Prepared financial packet for Controller.
• Prepared monthly cash reconciliations.
• Generated weekly sales reports for President.
• Maintained Sage fixed asset system for depreciation and asset management.
• Prepared monthly and quarterly variance analysis.

Staff Accountant (1994-1996)
• Prepared and post journal entries.
• Reconciled general ledger accounts.
• Assisted with the annual audit.
• Developed written procedures for the monthly financial close.
• Filed sales and use tax returns.


Education & Affiliations

Bachelor of Science in Accountancy, Bentley College, 1994

Masters of Science in Taxation, Bentley College, 1999

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Treasurer, J. W. Killam PTO (August 2013 - June 2016)

Treasurer, Alpha Phi International Fraternity, Bentley College (1993-1994)
TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: June 25, 2016

TOPIC: Second Readings and Approval of Revised Policies EBC, GBEC, IMAHB, JLCD and JICH & JICH-R

At our meeting on Wednesday evening I will ask the School Committee to hold the second readings and approve the attached policies. The School Committee’s revisions have been incorporated as requested.

If you have any questions, please contact me.
Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, natural disasters, and other crises.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local police, fire and emergency personnel, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.

2. A determination of EMS response times to any location on the campus.

3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.

4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.

5. Safety precautions to prevent injuries in classrooms and on the school campus.

6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.

7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Adopted by the Reading School Committee on March 26, 2007
Revised and Adopted by the Reading School Committee on
LEGAL REF: M.G.L. 69:8A
Section 363 of Chapter 159 of the Acts of 2000
Section 7 of Chapter 284 of the Acts of 2014

CROSS REF.: EBCD, Emergency Closings
JL, Student Welfare
JLC, Student Health Services and Requirements

SOURCE: MASC August 2015
DRUG-FREE WORKPLACE POLICY

The Reading Public Schools will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District’s workplace, and specify the actions that will be taken against employees for violations of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District’s policy of maintaining a drug-free workplace; and available drug counseling, rehabilitation, and employee assistance programs, and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

The Reading Public Schools has recognized in the past the importance of maintaining a workplace which is drug and alcohol free to enhance the welfare of employees and students. The Drug-Free Workplace Act of 1988, requires the Reading Public Schools to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts. The requirements of this law give the Reading Public Schools the opportunity to reaffirm the following policy and its commitment to a workplace free of drugs and alcohol.

It is the policy of the Reading Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.
It is a condition of employment that each employee abides by this policy and notifies the Superintendent of Schools of any criminal drug conviction for a violation occurring in the workplace within five (5) days of such a conviction. The Reading Public Schools has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. The Superintendent of Schools will take disciplinary action up to and including dismissal.

Adopted by Reading School Committee on August 24, 2006

LEGAL REFS:   The Drug-Free Workplace Act of 1988

CROSS REFS:  JICH, Drug and Alcohol Use by Students

IHAMB, teaching about Drugs, Alcohol, and Tobacco
TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades K-12.

The drug and alcohol, tobacco/nicotine, and drug education program shall address the legal, social, and health consequences of drug and alcohol, tobacco/nicotine, and drug use, with emphasis on nonuse by school-age children. It shall include special instruction as to the effects upon the human system, the emotional, psychological and social dangers of such use with emphasis on nonuse by school-age children and the illegal aspects of such use. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco/nicotine, or drugs, for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the Committee’s belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of each individual to youth on healthy decision making: the dangers of drugs, alcohol, and tobacco.

- To prevent, delay, and/or reduce alcohol, tobacco/nicotine, and drug use among youth.
- To increase students’ understanding of the legal, social, and health consequences of alcohol, tobacco/nicotine, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco/nicotine, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be a district approved program.

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

To create an awareness of the total drug problem—prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels.

To relate the use of drugs and alcohol to physical, mental, social and emotional practices.

To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.

To understand the personal, social and economic problems causing the misuse of drugs and alcohol.

To develop an interest in preventing illegal use of drugs in the community.

Adopted by the Reading School Committee on March 26, 2007
 Revised and Approved by the Reading School Committee on

LEGAL REFS.: M.G.L. 71:1; 71:96
ADMINISTERING MEDICATION TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) or other opioid suppressant medication and trained medical personnel and first responders may administer nasal naloxone or other opioid suppressant medication to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone or other opioid suppressant medication, the School Committee shall vote to approve such training and the Superintendent shall ensure the medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

Adopted by the Reading School Committee on March 26, 2007
Revised and Adopted by the Reading School Committee on

LEGAL REF.: M.G.L. 71:54B
Dept. of Public Health Regulations: 105 CMR 210.00, 244 CMR 3.00
The Reading Public Schools seeks a drug-free environment for its students and staff. To that end, RPS offers specialized training for school personnel so they may better address student needs for support and referral. Reading Public Schools was a founding member of the Reading Coalition Against Substance Abuse and actively participates in prevention efforts impacting the school system and the broader community. The purpose of the policy and the ensuing regulations that follow is:

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

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

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

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

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

In view of the fact that the use of illegal substances, alcohol, and tobacco/nicotine products can endanger the health and safety of the user, and recognizing the harmful effect the use of illegal substances and/or alcoholic beverages can have on the maintenance of general order and discipline, the School Committee prohibits the possession of, use of, serving of, buying/selling of, giving away of or consumption of any alcoholic beverage and the possession, use and/or
distribution of illegal substances on school property or at any school function, regardless of the functions' physical location. For the purposes of this policy and the ensuing regulations, possession is defined by M.G.L. c.138, §34C and any related case law.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages or found to have been using illegal substances prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action as defined in the regulations herein and in the student handbook.

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

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

CROSS REF.: IHAMBA, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy

(this is end references, should it be the same as front references?)
LEGAL REF.: M.G.L. 272:40A
M.G.L. c.138, §34C
M.G.L. c 94C.;
Town of Reading Article 5.5.6- Consumption of Alcoholic Beverages; Town of Reading Article 17: Section 5.5.10- Public Consumption of Marijuana or Tatrahydrocannabinol
Town of Reading, Board of Health Regulations, Section 16 as of 6/30/16

CROSS REF.: IHAMBA, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy
MIAA Chemical Health Guidelines
Reading Public Schools
Chemical Health Regulations for High School Students

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

ALCOHOL AND OTHER DRUGS

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

- Any tobacco/nicotine product including delivery devices
- Tobacco/nicotine (nicotine found in cigarettes, cigars, bids, e-cigarettes, vape pens and smokeless tobacco)
- Alcohol (ethyl alcohol found in liquor, beer, wine)
- Cannabinoids (marijuana, hashish) and synthetic marijuana products
- Opioids (heroin, opium)
- Stimulants (cocaine, amphetamine, methamphetamine)
- Club Drugs (Ecstasy, GHB, Rohypnol®,
- Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan, robotripping)
- Hallucinogens (LSD, mescaline, psilocybin (mushrooms)
- Other compounds (anabolic steroids, bath salts)
- Inhalants
- Non-prescribed prescription drugs (depressants, stimulants, opioid pain relievers)
- Other performance enhancing stimulants
- Other performance enhancing supplements
• Any controlled substance as defined in M.G.L. 94C.
• Non-alcohol/near beer
• Any such substance, mentioned above, that is disguised in food products such as candy, baked goods, or dissolved in drinks

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. In those instances, students shall follow proper procedures to notify the health and athletic departments.

Students in possession or deemed to be under the influence of alcohol/drugs while in school or at a school-sponsored event will be subject to suspension of 5 to 10 days and/or other disciplinary action (including expulsion) deemed appropriate by the school administration.

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

• Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a drug, alcohol or paraphernalia device, will be suspended and may be subject to expulsion from the school or school district.

• In addition, students in possession or deemed to be under the influence of alcohol/drugs while in school or at a school-sponsored event will need to participate in and complete an approved program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation.

• Any student who is charged with a violation of the above paragraph shall be notified in writing of an opportunity for a hearing prior to the imposition of any suspension or expulsion in excess of ten (10) consecutive school days; provided, however that the student may have representation (at private expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal.

• After said hearing, the Principal or reviewing officer may, in his/her discretion, decide to suspend rather than expel a student who has been determined to have violated the above stated rule.

• Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent.

• The expelled student shall have ten (10) calendar days from the date of the expulsion in which to submit written notice to the Superintendent of his appeal. In any such appeal
hearing, the student shall have the right to be represented by an attorney (at private expense), to examine the evidence against him, and to present evidence and witnesses in support of his appeal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the above stated rule.

- When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the schools expelling said student, a written statement of the reasons for said expulsion. (M.G.L. c. 71, §37H)

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

**SMOKING**

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

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

**TOBACCO/NICOTINE PRODUCT USE PROHIBITED**
No student, school personnel, or visitor shall use a tobacco or nicotine product at any time while on school grounds or at school-sponsored activity as defined above.

**PENALTIES FOR TOBACCO/NICOTINE USE**

- In case of a first violation during any of the 4 years of high school:
  - One day suspension from school and attendance in a tobacco/nicotine education class
  - Payment of a ticket issued pursuant to Mass. Gen. Laws Ch 40, §21D in the amount of $75.00 and payable to the Town of Reading within twenty-one (21) days
  - In lieu of fine, 6 hours of community service
  - Notification to the violator’s parent or legal guardian of the infraction and mandatory parental conference
  - Mandatory one-hour tobacco/nicotine education class

- In the case of a second or subsequent violation within 4 years:
  - Three day suspension and attendance in a tobacco/nicotine education class
  - Payment of a ticket issued pursuant to Mass. Gen. Laws Ch 40, §21D in the amount of $75.00 and payable to the Town of Reading within twenty-one (21) days
  - Mandatory parental conference

- In the case of a third offense within 4 years:
  - Three day suspension and attendance in a tobacco/nicotine education class
  - Payment of a ticket issued pursuant to Mass. Gen. Laws Ch 40, §21D in the amount of $75.00 and payable to the Town of Reading within twenty-one (21) days
  - Mandatory parental conference prior to re-admission to school

- In the case of a four or more offenses within 4 years:
  - Five day suspension and attendance in a tobacco/nicotine education class
  - Payment of a ticket issued pursuant to Mass. Gen. Laws Ch 40, §21D in the amount of $100.00 and payable to the Town of Reading within twenty-one (21) days
  - Mandatory parental conference prior to re-admission to school

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

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

**Possession of tobacco/nicotine products**

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

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

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

From the point that an enrolled student concludes their 8th grade year until they graduate at Reading Memorial High School or the final athletic event of their senior year (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or distribute any beverage containing Alcohol (ethyl alcohol found in liquor, beer, wine); Tobacco/Nicotine (nicotine found in cigarettes, cigars, bidis, vape pens, hookahs and smokeless tobacco); Cannabinoids (marijuana, hashish); Synthetic marijuana, Opioids (heroin, fentanyl, opium); Stimulants (cocaine, amphetamine, methamphetamine); Club Drugs (Ecstasy, GHB, Rohypnol®); Dissociative Drugs (Ketamine, PCPC and analogs, Salvia divinorum, and DXM (Dextromethorphan, robotripping); Hallucinogens (LSD, mescaline, psilocybin (mushrooms); Other compounds (anabolic steroids, bath salts); Inhalants; Non-prescribed prescription drugs (depressants, stimulants, opioid pain relievers); Other performance enhancing stimulants; Other performance enhancing supplements; Any controlled substance as defined in M.G.L. c. 94c.; and/or Non-alcohol/near beer. For the purposes of this policy and the ensuing regulations, possession is defined by M.G.L. c.138, §34C (Possession or Transport of Alcohol) and any related case law. In addition, any such substance that is disguised in food products such as candy, baked goods or dissolved in drinks is prohibited under these regulations. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. In those instances, students shall follow proper procedures to notify the health and athletic departments.

If a student is in violation of these regulations during the summer following his or her eighth grade year and prior to his or her entrance into high school, the consequences may be reduced by the high school principal after consultation with the middle school administration.
It is the duty and obligation of any coach or advisor employed by the Reading Public Schools to report any known violations of these regulations or other applicable policies pertaining to the possession and/or use of alcohol or drugs to the athletic director and the building Principal. Failure to report a known incident will result in disciplinary action and possible termination.

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

Notwithstanding the violations listed below, there may be other factors relating to the offense including without limitation, quantity of the chemical substance, the behavior of the student or egregious nature of the violation which the Principal may consider at his/her discretion and elevate the violation below (e.g., from a first violation to a third violation) as well as impose additional penalties or sanctions. Coaches and advisors may not impose additional penalties or sanctions without the approval of the Principal. The following are the additional consequences for students who violate the above Chemical Health regulations.

**First violation:**

When the Principal **confirms** finds, following an opportunity for the student to be heard, that a violation of this policy occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 25% of all interscholastic contests and meetings/events in that sport or of school sponsored extra-curricular activities in which the student participates. In addition, the student will need to participate in and complete an approved program that focuses on one of the following areas: health education, chemical dependency, substance abuse counseling, or treatment. The content, nature, and length of the program will be determined by the building principal and based upon the nature of the violation. The program will be paid for by the parent/guardian of the student. In regard to interscholastic sports and other competitive extra-curricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. The high school principal, in collaboration with a chemical dependency treatment or counseling program, must certify that student is attending or has received a certificate of completion from such a program. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

A student may not participate in interscholastic competition or participate in school-sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical...
dependence, treatment, or counseling program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.

**Second violation:**

When the Principal confirms finds, following an opportunity for the student to be heard, that a second violation has occurred, the student shall lose eligibility without delay for the next consecutive interscholastic contests and meetings/events of the school-sponsored extra-curricular activity totaling 60% of all interscholastic contests in that sport and/or of school-sponsored extra-curricular activities in which the student participates. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If, after a second violation, the student, of his/her own volition, becomes a participant in an approved chemical dependency, treatment, or counseling program, the student may be certified for reinstatement in Reading Public School interscholastic sports and extra-curricular activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. In regard to interscholastic sports and other competitive extra-curricular activities, it is recommended that the student be allowed to remain at practice or meetings for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. The high school principal, in collaboration with a chemical dependency treatment or counseling program, must certify that student is attending or has received a certificate of completion from such a program. If student does not complete program, the penalty reverts back to 60% of the interscholastic contests or meetings/events of the school-sponsored extra-curricular activity in which the student is participating. When calculating the number of events for which the student has lost eligibility, all fractional parts of an event will be dropped.

If the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year)

A student may not participate in interscholastic competition or participate in school-sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence, treatment, or counseling program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.

**Third and subsequent violations:**

When the Principal confirms finds, following an opportunity for the student to be heard, that a third or subsequent violation has occurred, the student shall lose eligibility without delay for one calendar year in all athletic and extra-curricular activities.

If, after the third violation, the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in Reading Public School athletic or extra-curricular activities after six (6) months
provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a chemical dependency, treatment, or counseling program, must certify that student is attending or has received a certificate of completion. If student does not complete a program, the penalty reverts back to one calendar year. The program is funded by the parent/guardian. This exception shall not apply to fourth or subsequent violations of this policy.

After a finding of a third or subsequent violation, a student will not be allowed to attend any practices or extra-curricular activities in any capacity during the period of his/her loss of eligibility.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one (1) year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g., a student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).

A student may not return to interscholastic competition or participate in school sponsored extra-curricular activities until they have submitted a certificate of completion from the chemical dependence or treatment program and have served the suspension from the sport or activity. The program will be funded by the parent/guardian.

Other

1. A student entering their Junior or Senior year that has violated the chemical health policy may participate in an interscholastic sport and extra-curricular activity in which they have not previously participated in during high school in order to serve the loss of eligibility. The student’s loss of eligibility, however, will apply to both the new interscholastic sport or school-sponsored extra-curricular activity and the interscholastic sport or school-sponsored extra-curricular activities in which the student had participated in during previous years in the manner outlined below. Students found in violation of this policy may participate in interscholastic sports and extra-curricular activities in which they have not previously participated, but will serve the suspension in both the new sport/activity and 10% of the events from next sport/activity that he or she has participated in during previous years. For example, a student who has only played ice hockey during his/her Freshman and Sophomore years, and then violates the policy for the first time during the spring of his/her junior year, but then decides to run Cross Country in their Senior year for the first time, will serve the normal 25% penalty during the Cross Country season and then a 10% penalty during the Ice Hockey season. The high school principal will have the final decision on each situation.

2. If a student is serving a penalty during a season where he/she participates in both athletics and extra-curricular activities, the student will serve the penalty for both or all of the activities and contests. For example, if a student participates in a fall sport football and the fall drama production, he/she will serve the penalty for both the fall sport football and the fall drama production.
3. When a student leader has been elected for a leadership position and subsequently is found in violation of these regulations, that student will lose all rights to continue to be an officer of that organization and forfeits the right to be selected for any other leadership position for one calendar year from the date of the violation.

4. When an athlete has been designated as a team captain—and then subsequently is found in violation of these regulations, that athlete will lose all rights to continue to be a captain of that sport and forfeit the rights to be selected a captain in any other sport for one calendar year from the date of the violation.

4.5 If a student loses multiple leadership positions and/or team captain positions as a result of a chemical health violation, they may appeal to the high school principal for restoration of other leadership/captain positions beyond the first position. An exception to this is National Honor Society which has its own bylaws regarding an appeal process.

6. If a family cannot afford to pay for a program as outlined above, the Reading Public Schools will work with the family to identify ways to fund the program (i.e. health insurance, financial assistance, etc.)

7. If a student or family wishes to appeal a Chemical Health violation, it must be filed with the building principal within 7 days of the verified confirmed violation. If the family wishes to appeal the Principal’s decision to the Superintendent, it must be filed within 7 days of the appeals decision.

6.9 These regulations will be reviewed by the athletic department, health-wellness department, administration, police, and the Reading Coalition Against Substance Abuse (RCASA) on an annual basis to address changes that may be occurring in the use of illegal substances by students.
Adopted by the Reading School Committee on March 26, 2007
Revised and Accepted by the Reading School Committee on April 9, 2012
Revision prepared for July 2016 revised and Adopted on July

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

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CROSS REF.: IHAM BA, Teaching About Drugs, Alcohol, and Tobacco
GBEC, Drug Free Workplace Policy
MIAA Chemical Health Guidelines

Per MIAA policy
TO: Reading School Committee
FROM: John F. Doherty, Ed.D.
       Superintendent of Schools
DATE: July 25, 2016
TOPIC: FY18 Budget Continued Discussion

At our meeting on Wednesday evening, we will continue our discussion regarding the FY18 budget. I will ask the School Committee to vote on the recommended funding being requested for the upcoming override vote.

If you have any questions, please contact me.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tr>
<td>July 27th</td>
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<td>August 29th</td>
<td>School Committee - New Teacher Introduction, Superintenent's Evaluation</td>
<td>Office Hours</td>
<td>Webb &amp; Nihan</td>
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<td>FinForum - 7:30 p.m.</td>
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<td>Sr. Center 7:30 p.m.</td>
</tr>
<tr>
<td>Nov. 7th</td>
<td>School Committee</td>
<td></td>
<td>Borawski &amp; Nihan</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 8th</td>
<td>Presidential Election</td>
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</tr>
<tr>
<td>Nov. 14th</td>
<td>Town Meeting</td>
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<tr>
<td>Nov. 17th</td>
<td>Town Meeting</td>
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<tr>
<td>Nov. 21st</td>
<td>Town Meeting</td>
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<tr>
<td>Nov. 22nd</td>
<td>School Committee</td>
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<td>Nov. 28th</td>
<td>Town Meeting</td>
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</tr>
<tr>
<td>Dec. 5th</td>
<td>School Committee</td>
<td>Office Hours Snow Dockser &amp; Robinson</td>
</tr>
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<td>Dec. 19th</td>
<td>School Committee</td>
<td></td>
</tr>
<tr>
<td>Jan. 5th</td>
<td>School Committee</td>
<td>Office Hours Webb &amp; Joyce FY2018 Budget</td>
</tr>
<tr>
<td>Jan. 9th</td>
<td>School Committee</td>
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<tr>
<td>Jan.12th</td>
<td>School Committee</td>
<td>FY2018 Budget</td>
</tr>
<tr>
<td>Jan.</td>
<td>FinForum - 7:30 p.m.</td>
<td>Sr. Center</td>
</tr>
<tr>
<td>Jan. 23rd</td>
<td>School Committee</td>
<td>FY2018 Budget - Public Hearing</td>
</tr>
<tr>
<td>Jan. 25th</td>
<td>Financial Forum</td>
<td>Senior Center 7:30 p.m.</td>
</tr>
<tr>
<td>Jan. 26th</td>
<td>School Committee</td>
<td>FY2018 Budget - Vote</td>
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<tr>
<td>Feb. 6th</td>
<td>School Committee</td>
<td>Office Hours Robinson &amp; Nihan</td>
</tr>
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<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>Feb. 27th</td>
<td>School Committee</td>
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<tr>
<td>March 6th</td>
<td>School Committee</td>
<td>Office Hours</td>
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<td>Webb &amp; Snow Dockser</td>
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<tr>
<td>March 15th</td>
<td>FY18 Budget Presentation</td>
<td>Town Hall</td>
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<td>March 20th</td>
<td>School Committee</td>
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<td>March 22nd</td>
<td>Fincom - 7:30 p.m.</td>
<td>Vote FY18 Budget &amp; TM Articles</td>
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<tr>
<td>April 3rd</td>
<td>School Committee</td>
<td>Office Hours</td>
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<tr>
<td>April 4th</td>
<td><strong>Local Election</strong></td>
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<td>April 24th</td>
<td><strong>Town Meeting</strong></td>
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<tr>
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<td>April 27th</td>
<td>Town Meeting</td>
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<tr>
<td>May 1st</td>
<td><strong>Town Meeting</strong></td>
<td>Robinson &amp; Webb</td>
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<tr>
<td>May 4th</td>
<td><strong>Town Meeting</strong></td>
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<td>Office Hours</td>
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<td>May 22nd</td>
<td>School Committee</td>
<td></td>
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<tr>
<td>June 4th</td>
<td>RMHS Graduation</td>
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</tr>
</tbody>
</table>

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# 2016-2017 School Committee Meeting Date

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>June 5th</td>
<td>School Committee</td>
<td>Office Hours Borawski &amp; Nihan</td>
</tr>
<tr>
<td>June 19th</td>
<td>School Committee</td>
<td></td>
</tr>
</tbody>
</table>

**7.25.16**  
*Meeting dates subject to change*

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