

APPROVAL OF HANDBOOKS AND DIRECTIVES

Section C: General School Administration	File: CHCA
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The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider modifications or changes including a review of the disciplinary policy to take effect each September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the School Committee expects handbooks requiring approval to be approved prior to publication by the School Committee and/or the Superintendent. The School Committee must approve any changes to the NHS handbook no later than the second School Committee meeting in June.

School Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of School Committee-approved policy or regulation. Other than the High School Handbook which requires School Committee approval by law, the Superintendent will use his/her judgment as to whether other specific handbooks need School Committee approval; however, all handbooks published will be made available to the School Committee for informational purposes.

In order for the School Committee to approve the Newburyport High School handbook, it must include:

- Academics and requirements for graduation
- Mission and traditions
- Communication Policies and Procedures
- Technology acceptable use policy
- Disciplinary proceedings, including procedures assuring due process and restorative justice options; standards and procedures for suspension and expulsion of students; disciplinary measures to be taken in cases involving the possession or use of illegal substances (including opioids) or weapons, the use of force, vandalism, or violation of a student's civil rights
- Procedures pertaining to discipline of students with special needs;
- Standards and procedures to assure school building security and safety of students and school personnel;
- Co-curricular Activities and Athletics
- An age-appropriate summary of the student-related sections of the bullying prevention and intervention plan

References:

Source: MASC

LEGAL REFS.: M.G.L. 71:37H,

Version Control

Action	Date
First Reading	11/7/2016
Second Reading	11/21/2016
Adopted	11/21/2016