

QUABBIN REGIONAL MIDDLE SCHOOL

2020-2021 STUDENT HANDBOOK

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QUABBIN REGIONAL SCHOOL DISTRICT

VISION/GOALS/VALUES/MISSION

VISION

Preparing for a Lifetime of Learning

A school is essentially a community of learners organized for the care and development of young minds. A public school assumes the added responsibility of preparing all young learners for their future as productive citizens in a free and democratic society. The two purposes are intertwined: the faith that built our public schools holds education to be the key to our nation's future. We are committed to that mission. Indeed, the Quabbin Regional School District believes that the continued wellbeing of our society and its citizenry in the next century depends on the attainment of higher levels of education. It is not enough to restore old standards; these must be surpassed. Where we once expected competence, we must now expect and envision a pursuit of mastery in both learning and teaching.

The steeply increasing demands on the intellectual resources of our citizenry require that we regard learning as a lifelong endeavor. Credentials that once spoke to learning attained now signify only what further learning one is ready to pursue. The high school diploma no longer secures a place in our society. Certification no longer secures a professional position in our schools. Greater demands on students mean greater demands on staff. We must envision that our purpose as a public school system is to prepare students to continue their education beyond the diploma, through vocational training or higher education, on to a lifetime of independent learning. Our responsibility to our staff is to assure that certification is just the beginning of their professional development, and that they are continually prepared for the challenges ahead. We must all be learning how to learn to be ready for the future.

GOALS

We believe that the best preparation for lifelong learning comes from a commitment by students and parents, teachers and administrators, to the following:

- A. **MASTERY OF THE LANGUAGE ARTS OF READING, WRITING, AND SPEAKING, ALONG WITH THE INTELLECTUAL SKILLS OF LOGIC AND MATHEMATICS.** These are the indispensable tools for the pursuit of lifelong learning.
- B. **IN DEPTH STUDY OF THE NATURAL AND BEHAVIORAL SCIENCES, THE ARTS AND HUMANITIES AS THE BASIC WAYS OF UNDERSTANDING OURSELVES AND OUR WORLD.** The emphasis here is on the principles and methods that define these as disciplined modes of inquiry. These provide the standards of truth to guide the pursuit of lifelong learning.
- C. **A SERIOUS ENGAGEMENT WITH THE TOOLS AND TECHNIQUES OF RESEARCH.**
It is important to understand the methodologies leading to new knowledge in the basic disciplines. It is just as important to be able to locate what's already known. Today, too much information has become as crippling as too little. Students must learn to navigate through libraries and computer networks to the primary and secondary sources that bear upon the questions that drive their learning, and then analyze and evaluate what they find there.
- D. **AN UNDERSTANDING THAT LEARNING IS A MATTER OF MEANS - NOT ENDS, A SET OF TOOLS AND TECHNIQUES FOR SOLVING NEW PROBLEMS, NOT THE RECOLLECTION OF OLD SOLUTIONS.** Learning must be placed in the context of life and experience to be pursued lifelong.
- E. **A COLLABORATIVE APPROACH TO BOTH TEACHING AND LEARNING THAT RECOGNIZES THE COMPLEXITY OF REAL-LIFE PROBLEMS AND THE RISK OF ONE-SIDED SOLUTIONS.** Interdisciplinary studies, cooperative learning, internships, and student activities all model the learning students will pursue lifelong through the communities they join.
- F. **AN EMBRACE OF OPEN INQUIRY AND OPEN MINDS.** The enemies of lifelong learning include uncritical acceptance of authority and past practice, the fear of new ideas, and intolerance of differences. Each shuts the door to possibilities. Where assumptions are questioned and biases challenged, creativity and innovation flourish. Where diversity is embraced, the community of learning grows.
- G. **AN ATMOSPHERE OF CARING AND RESPECT.** A love of learning is needed for it to become a lifelong pursuit, and love cannot grow where care and respect are absent. When safety becomes an issue, the community itself is at risk and all our goals are imperiled. Personal safety and wellbeing cannot be compromised. Care for others' feelings and respect for others' differences are expected of everyone.

A SPIRIT OF COOPERATION, NOT COMPETITION WITH OTHER KEY INSTITUTIONS IN THE LIFE OF OUR STUDENTS. Families, civic and religious organizations, private employers and public providers, and other educational institutions all need

to have their unique contributions respected so that we can remain focused on what we do best - developing young minds and lifelong learners.

VALUES

Implicit in our Vision and Goals are the basic Values essential to their realization. These should be stated explicitly, so there can be no doubt as to their centrality and our profound commitment to them:

INTELLECTUAL VALUES:

1. We believe that public school exists to develop informed minds and productive citizens.
2. We believe that this mission requires a commitment to learning how to learn within a context of lifelong learning.
3. We believe that all students can learn.
4. We believe that all students need to master basic intellectual skills and to measure up to standards of excellence across the curriculum.
5. We believe in the integration of theory and practice, and in the pursuit of knowledge through real-life problem solving.
6. We believe in the value of questions, of critical thinking and open inquiry, wherever it may lead.
7. We believe in collaborative approaches to both teaching and learning and school management.
8. We believe that all members of the community, students and parents as well as teachers and administrators, must acknowledge their own personal responsibility for meeting these goals.

COMMUNITY VALUES:

1. We believe that diversity in all its forms enriches our community of learning.
2. We believe that care is what sustains us in our common pursuits - care for our own and others' uniqueness, consideration for one another's feelings, and concern for those who need help and understanding.
3. We believe that respect is the basic requirement for whatever community we hope to achieve -
 - respect for the truth, which is honesty;
 - respect for difference, which is the essence of diversity;
 - respect for one's self, which is the foundation of our human dignity;
 - respect for each other's person and property, which is a matter of law; and
 - a respect for the rules and the authority that govern our community, for without these there is lawlessness, and no community.
4. And finally, we believe that educating the members of our community to the importance of these values is essential to our mission, hence implicit if not explicit in everything we do.

NOTICE OF NONDISCRIMINATION AND RESPECT FOR DIVERSITY

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. This commitment to the community is affirmed in the following statements of school committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve, to the greatest extent possible, the objectives of this statement.

One of the marks of a civilized society is its respect for and celebration of differences. The Quabbin Regional School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. Quabbin students and staff members are expected to demonstrate tolerance of and respect for others, regardless of their differences.

The Quabbin Regional School District 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 Quabbin Regional School District does not discriminate against individuals on the basis of homelessness in a manner consistent with the McKinney-Vento Act. The Quabbin Regional School District 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.

HARASSMENT AND DISCRIMINATION PROHIBITION

The Quabbin Regional School District is committed to maintaining a school environment free of harassment and discrimination based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability. The Quabbin Regional School District 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.

Harassment and discrimination by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Retaliation against any individual who has brought harassment, discrimination, or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is also prohibited.

“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.

Persons who engage in harassment, discrimination 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.

To file a complaint of harassment or discrimination, students and employees are encouraged to utilize the District’s Complaint Procedures. Any complaint regarding harassment or discrimination of a student may be filed with the building Principal or the District’s Title IX Coordinator, Superintendent of Schools, Barre, Massachusetts (978) 355-4668, and the building Principal will be responsible for handling the complaint.

Students and employees also have the right to report complaints to:

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

Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906

STANDARDS OF CONDUCT AND DISCIPLINARY PROCEDURES

Quabbin Regional Middle School is committed to providing an atmosphere of safety and security for all students and staff so that the focus in school will be on high academic achievement. This handbook contains rules and policies that have been set forth by the administration and school committee and comply with Massachusetts General Laws.

When a student's misconduct may warrant in school suspension, out of school suspension or expulsion from school, in accordance with state law and the student handbook, the administration will provide notice and conduct a due process disciplinary hearing to determine what, if any, disciplinary action will be taken. Following the hearing, the student and parent/guardians will be informed of the decision in writing.

OVERVIEW

General School Rules

In order to protect everyone's rights, the following behaviors are not allowed. Students who exhibit these behaviors will be disciplined:

- Disrespectful language or conduct;
- Physical violence;
- Bullying;
- Harassment;
- Uncooperative behavior or disruption of classroom or school-sponsored activity;
- Stealing, or taking by force, things that belong to others;
- Damaging or defacing property of others or the school, including graffiti;
- Behaving on school buses, bus stops, corridors, class, etc. in ways that put others in danger;
- Interfering with other students' learning by continuously and purposefully making noise;
- Using sexually offensive or intimidating language, gestures, or body contact;
- Being in places in school where you should not be;
- Refusing to obey the reasonable request of school personnel, e.g. refusing to give name, giving a false name, refusing to leave an area, refusing to report to office, etc.
- Possession (including use) of any illegal or dangerous items, such as, but not limited to, knives, tobacco, matches, lighters, alcoholic beverages, fireworks, drugs, firearms or anything resembling a firearm, electronic cigarettes/vaporizers.

Student Health & Safety – Wearing of Masks/Face Coverings

Quabbin Regional Middle and High School is dedicated to building a culture of understanding and respect. As part of our “Be Here, Work Hard, Be Nice, Be Qabbin” vision, discussions will be centered around the CDC’s mask wearing requirements. Part of the focus of “being nice” will concentrate on helping our fellow students and staff feel safer and more protected on campus by wearing a mask at all times unless it is a mask break or appropriate distance during outside activities.

Due to the COVID-19 global pandemic and the need to protect the health and safety of students and communities in the Commonwealth, the Massachusetts Department of Elementary and Secondary Education (DESE) has mandated the wearing of masks/face coverings that cover both the nose and mouth for all students. In keeping with the requirements of state and local authorities and in the interest of the health and safety of all students and staff, all Quabbin Public Schools’ students are required to wear a mask, face covering, or face shield that covers the nose and mouth while participating in school, at school-related activities, and on school property. Masks are also required for all students on the bus during school bus transportation. Any student found not to be wearing a facemask as required under this policy will be subject to Emergency Removal from School and possible suspension. M.G.L. c. 71, §37H3/4.

Masks/face coverings should be provided by the student’s family and washed daily. Please contact Kim Staiti for resources on obtaining face masks for students if it presents a financial burden. In the event that a student does not have a face mask, Quabbin has obtained a limited amount of disposable face masks for student use and a disposable face mask will be provided for the day.

For students who are unable to wear a mask/face covering or face shield due to documented and verified medical conditions, disability impact, or other health and safety factors, exceptions to this policy will be considered. Please contact your child’s school nurse or principal immediately in the event that your child is unable to wear a mask/face covering for a covered reason so reasonable accommodations may be made, if appropriate. You may anticipate being required to produce documentation from your child’s physician as to your child’s medical inability to wear required protective personal equipment.

If a family of a student refuses to supply a mask/face covering, encourages a student to remove their mask/face covering outside of school scheduled mask breaks, or otherwise refuses to cooperate or discourage their student from cooperating with this policy, Quabbin may, in addition to taking disciplinary action against the student, contact appropriate authorities.

Students with Mask Exemptions

Students that are exempt from the mask requirements may be subject to accommodations made to ensure the health of the other staff and students in the building

Cafeteria Rights and Responsibilities

Every student at the Quabbin Middle School has the right to dine in a cafeteria setting that is safe, pleasant and stress free. We are all responsible for creating and maintaining that environment. To do so you must refrain from:

- ... loud conversation or yelling
- ... littering tables or the floor
- ... throwing or "flicking" food
- ... playing with food
- ... racing out of the lunchroom
- ... banging on the tables
- ... moving to another table
- ... hitting or poking other students
(even if you are "good friends" and
you are "just fooling around")

You can help to maintain this by . . .

- ... picking up your trays and trash immediately when you are finished.

If you fail to assume your responsibilities as a student . . .

- ... you will be seated at an alternative table for a period of time.

If this action doesn't help you assume your responsibility in the lunchroom it will be necessary for you to eat lunch outside of the cafeteria.

Types of Discipline

Informal Discipline: When behavior problems occur, they will be dealt with as fairly as possible, on an informal basis between the teacher and student. This may involve counseling by the teacher in an effort to help improve the situation, or discussions with the guidance counselor, administration, and/or parents.

Formal Discipline: When a pattern of behavior develops which interferes with the student's learning and/or that of other students, it may become necessary for the school to implement formal discipline procedures. This is intended to make the student aware that his/her behavior must change immediately. Formal discipline includes written demerits, in-school suspensions, parent meetings, out-of-school suspension and expulsion.

Social Suspension: As a result of inappropriate student behavior in school or at any school sponsored event(s), a student may be excluded from any or all school sponsored event(s) including, but not limited, to field trips, athletic contests, concerts, dances, and/or graduation for a period of time determined by the principal.

BULLYING AND RETALIATION PROHIBITED

M.G.L. c. 71§ 37O prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. The Quabbin Regional School District's Bullying Prevention and Intervention Plan includes the requirements of the law and the policies and procedures that the school district will follow to prevent bullying and retaliation, and to respond to it when it occurs. This Plan is available, in its entirety, on the District's website.

Definitions

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, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students or school staff members of a 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 to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her

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. Bullying includes cyberbullying.

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, smart phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings and use of social media.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe, persistent, or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyberbullying, harassment or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying is prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds;
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school;
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a computer or over the Internet); and
- at any program or location that is not school-related, or through the use of personal technology or electronic device, if: the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, and/or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation is prohibited:

- against a person who reports bullying, provides information during an investigation of bullying, witnesses or has reliable information about a bullying incident, or knows of a threat of bullying.

Reporting Bullying and Retaliation

Anyone, including a parent or guardian, student, or school staff member, can report bullying nor retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. To report an incident anonymously, please call the school building where the target or aggressor attends or the district administrative office:

Quabbin Regional School District superintendent
Educational Support Center
872 South Street
Barre MA 01005
978 355 4668
qrsd@qrsd.org

Or for each school:

Quabbin Regional High School principal
800 South Street
Barre MA 01005
978 355 4651
gdevine@qrsd.org
jqilmartin@qrsd.org

Quabbin Regional Middle School principal
Gregory Devine
800 South Street
Barre MA 01005
978 355 5042
gdevine@qrsd.org

Ruggles Lane Elementary School principal
105 Ruggles Lane
Barre MA 01005
978 355 2934

Hardwick Elementary School principal
531 Lower Road
Gilbertville MA 01031
413 477 6351

Hubbardston Center School principal
8 Elm Street
Hubbardston MA 01452
978 928 4487

Oakham Center School principal
1 Deacon Allen Drive
Oakham MA 01068
508 882 3392

New Braintree Grade School principal
15 Memorial Drive
New Braintree MA 01531
978 867 2553

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

The District's Bullying Prevention and Intervention Plan, available in its entirety on the District's website, establishes the following policies and procedures relative to reporting and responding to bullying and retaliation:

A. 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 shall be recorded in writing. A school or district staff member is required to immediately report 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. Each school will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, available at all school offices, the superintendent's office and a link to the report on the district's website, the voicemail box of the Superintendent and/or the building Principal.

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.

1. Reporting by Staff

A staff member will immediately report to the Principal or designee when he or 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.

2. 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.

B. Responding to a report of bullying or retaliation

1. 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. 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.

2. Obligations to Notify Others

a. Notice to parents or guardians: Upon determining that bullying or retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to Another School or District: If the reported incident involves students from more than one school district, charter school, non-public school, approved private special 10 education day or residential school, or collaborative school, the Principal or designee first informed of the incident will promptly notify by telephone the Principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Principal or designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the Principal or designee will, consistent with the Plan and with applicable school or district policies and procedures, consult with any individuals the Principal or designee deems appropriate.

C. Investigation

The Principal or designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the Principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The Principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. 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 or Director of Student Services, as appropriate. To the extent practicable, and given his or her obligation to investigate and address the matter, the Principal or designee will maintain confidentiality during the investigative process. The Principal or designee will maintain a written record of the investigation

Procedures for investigating reports of bullying and retaliation will be consistent with District's policies and procedures for investigations. If necessary, the Principal or designee will consult with the superintendent for possible legal counsel about the investigation. The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

D. Determinations

The Principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The Principal or designee will: 1) determine what remedial action is required, if any, 2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or school counselor, Director of Student Services, 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. The Principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

E. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

Upon the Principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the Principal or designee may consider include: ▪ offering individualized skill-building sessions based on the school's/district's anti-bullying curricula; ▪ providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel; ▪ implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals; ▪ meeting with parents and guardians to engage parental support and to

reinforce the anti-bullying curricula and social skills building activities at home; ▪ adopting behavioral plans to include a focus on developing specific social skills; and ▪ making a referral for evaluation.

2. 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 school committee policies. 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.

3. Promoting Safety for the Target and Others

The Principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate school staff to implement them immediately.

The school district shall provide training on identifying, prevention, intervention and response for all staff and students as indicated in the Bullying Prevention and Intervention Plan.

CONTROLLED AND DANGEROUS SUBSTANCES POLICY

The Quabbin Regional School District seeks to keep the public school environment free from the use and presence of controlled substances (e.g. illegal drugs and prescription) and other dangerous substances (e.g. over-the-counter medications and alcohol). Please see the District's Policy on the possession, use and distribution of controlled and dangerous substances, printed in Appendix B of this Handbook.

DEMERIT SYSTEM

Assignment of Demerits

In most instances, demerits will be given to students only after a staff member has attempted to deal with a student by:

- a. discussing unacceptable behavior with student;
- b. notifying the student's parents/guardians of the problem; and/or
- c. assigning teacher detention.

If such approaches have not proved successful, a behavior referral will be made to the administrator and the resolution of the discipline situation will become a matter of administrative concern. Disciplinary action will generally follow this format:

- 10 Demerits – 1-hour after school detention
- 15 Demerits – 1 week of social suspension.
- 20 Demerits – 2-hour after school detention
- 24 Demerits – 2-weeks of social suspension. May be applied concurrently to previous social suspension if applicable.
- 27 Demerits - Suspension hearing (1 day)
- 30 Demerits – Social Suspension until appropriate merit is earned
- 36 Demerits - Suspension hearing and social suspension until merit is earned (2 days)

Every 6 subsequent demerits may earn an additional 2 days of external suspension

*Teacher detentions may be given based on teacher discretion

Disciplinary action will generally follow this format:

1 Demerit - Late to class

2 Demerits - Open beverage container/food*, Inappropriate language, Littering

*Students may bring approved water bottles to class. An approved water bottle is a bottle that is closed, transparent, and appropriate for water. Restrictions: Students may consume water ONLY. Students may not bring water bottles containing any other beverages (including sports drinks) to class. At the discretion of individual teachers, additional restrictive guidelines may apply for the use of water bottles in special areas denoted by the teacher, such as but not

limited to, science laboratories, computer laboratories, the media center, and the auditorium. Teachers will explain modifications to this policy in their Course Expectations, or clearly post modifications in the restricted area.

3 Demerits – Misconduct, Gum chewing

4 Demerits - Deceit, verbal or written

5 Demerits - Insubordination/disrespect Unauthorized area

Referral to Administrator for Further Discipline:

- Harassment, Bullying, Hazing
- Insubordination/Refusing a Reasonable Request, i.e., refusing to relinquish an electronic device, refusal to leave classroom when instructed by teacher, **chronically refusing to complete classwork** etc.
- Gross Disrespect to staff
- Cut Class: the attempt to skip a class
- Failure to serve teacher detention
- Malicious destruction of property/ Defacing school property
- Throwing an item(s) off the balcony toward the cafeteria
- Leaving school property without permission
- Truancy
- Smoking/possession of tobacco products
- Electronic cigarettes/vaporizers
- Fighting and other physical violence
- Use or possession of controlled or dangerous substances
- Failure to report to HR teacher during building evacuation
- Theft
- Retaliation
- Possession of a dangerous weapon
- Possession of drug paraphernalia
- Any illegal activity

Merits

1. Once 10 school days in attendance have passed from the date of the last offense of consequences, and there are no further offenses of consequence (i.e. demerits, detentions, suspensions), up to four demerits will be removed from the student's discipline file.

2. Once 15 school days in attendance have passed from the date of the last suspension, and there are no further offenses of consequence (i.e. demerits, detentions, suspensions), one day of suspension will be forgiven when determining social suspension.

Social suspension: the exclusion from all extra-curricular and co-curricular activities such as, but not limited to, dances, class sponsored events, student council sponsored events and athletic events.

The following are conditions for which a student may be placed on social suspension:

- Failure to serve a lunch, teacher, office, or extended detention
- A total of 30 or more demerits
- Total of 4 or more days of external suspension
- Administration reserves the right to place a student on social suspension as a result of student behavior, safety, or extenuating circumstances

Social Suspension for all Middle School students may include exclusion from field trips, including the Boston and Washington DC field trips.

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under § 504 of the Rehabilitation Act are generally also entitled to increased procedural protections. The protections are as follows:

- (1) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "disciplinary change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine whether the conduct for which the student is subject to discipline 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 504 Plan (Manifestation Determination). During days of

disciplinary exclusions exceeding ten (10) school days in a single school year, special education students have the right to receive the services necessary to provide the student with a free appropriate public education.

- (2) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan and, where appropriate, conduct a functional behavioral assessment.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary change in placement was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- (4) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

HATE CRIMES

The Quabbin Regional School District will enforce all federal, state and local laws and regulations relative to civil rights violations and hate crimes.

Massachusetts General Laws Chapter 22C, Section 32 defines "hate crime" as:

Any criminal act coupled with overt actions motivated by bigotry and bias, including but not limited to, **a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender identity or sexual orientation prejudice**, or which otherwise deprives another person of his constitutional rights by **threats, intimidation or coercion**, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation. Hate crime shall also include, but not be limited to, acts that constitute violations of sections thirty-seven and thirty-nine of chapter two hundred and sixty-five, section one hundred and twenty-seven A of chapter two hundred and sixty-six and chapter two hundred and seventy-two.

Behavior by students or staff that constitutes a hate crime will be dealt with according to the Quabbin Regional School District's Code of Conduct. This behavior includes, but is not limited to the following:

1. Physical violence
2. Threats of physical violence
3. Harassment
4. Intimidation
5. Negative or offensive biased language (slurs or epithets)
6. Use of symbols of hate such as swastikas or burning crosses
7. Damage to property, real or personal

HAZING

Under M.G.L. c. 269, § 17-19, it is a crime to participate in or to organize hazing, or for a person at the scene of such a crime to fail to report the incident. The Department of Education requires that every school other than elementary schools alert students, student groups, and parents to this legislation by providing them with a copy of the law. A copy of this statute will be issued to every student, group or organization during the first week of school, and is also printed in Appendix A of this Handbook.

IN-SCHOOL SUSPENSION PROCEDURES

When a student is assigned to an In School Suspension, the following procedures shall be in effect:

- A. Student will report directly to the office in the morning.
- B. Students will remain in the room for duration of day including lunch. Any serious health situations will be dealt with by the administrator and school nurse.

- C. Students will be required to work on materials provided by academic teachers.
- D. The rules for student behavior are as follows:
 1. All books and writing materials will be brought to the in-house suspension room in the morning.
 2. Students are not permitted to have conversations with other students.
 3. Students may not leave their seats without permission of the supervisor.
 4. Students may not sleep or rest their heads on the desk.
 5. Time must be spent on schoolwork that must be given to the supervisor at the end of the school day.
 6. Students may not eat in the in-house suspension room except during lunch period.
 7. Regular classroom rules will apply to the in-house suspension room: students will raise their hand to ask a question and remain in their seat.
 8. Any infraction of the rules can result in additional days of in-house suspension or out-of-school suspension.
 9. Students will be notified of any change in these rules that may occur due to unforeseen circumstances.
- E. Students are denied participation in all extracurricular activities whether held during the day or after school during the period of suspension. The period of suspension begins the day the student reports to the In House Room and ends when the student *has completed the In School Suspension period, e.g. at midnight of the last day of suspension*. Suspended students shall be required to go home on the regular school day dismissal bus each day.
- F. Any student who leaves the In-School Suspension facility without permission and/or against the specific request of the monitor will be suspended out of school and not allowed to return to school without his/her parent/guardian. Upon return to school with his/her parent/guardian, the student will meet with an administrator and will be returned to the In School Suspension program until all assigned time has been properly served. If a student leaves the in school facility without permission a second time, he/she will be subject to out-of-school suspension.

OPPORTUNITY FOR ACADEMIC PROGRESS DURING SUSPENSION/EXPULSION

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.

LEGAL REF: M.G.L. c. 76, § 21.

SUSPENSION/EXPULSION BASED ON DANGEROUS WEAPONS, CONTROLLED SUBSTANCES, AND ASSAULTS ON SCHOOL STAFF

M.G.L. c. 71, § 37H governs the suspension/expulsion procedures for student possession of a dangerous weapon, possession of a controlled substance, and assaults on school staff.

(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, 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.

SUSPENSION/EXPULSION BASED ON FELONY COMPLAINT OR FELONY CONVICTION

M.G.L. c. 71, § 37H1/2 governs the suspension/expulsion procedures based on the issuance of a felony complaint against a student and/or a felony conviction of a student.

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 of 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.

SUSPENSION/EXPULSION BASED ON ANY GROUNDS OTHER THAN DANGEROUS WEAPON, CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF, FELONY COMPLAINT, OR FELONY CONVICTION

M.G.L. c. 71, § 37H3/4 governs suspension/expulsion procedures based on any grounds other than possession of a dangerous weapon, possession of a controlled substance, assault on school staff, felony complaint, or felony conviction.

(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.

THREAT POLICY

It is the intent of the Quabbin Regional School District Committee that all schools in the district be safe environments for both students and staff. To that end, the committee has established the following policy to deal with instances of students making threats toward other students and staff members.

1. Once a threat has been reported to the building administration, an administrator will discuss that threat with the alleged threat maker in an informal hearing. The administrator conducting the hearing will ensure that all information gathered is documented in accordance with all existing policies and regulations.
2. During this discussion, the administrator conducting the hearing will make an assessment regarding the seriousness of the threat and whether or not the alleged threat maker did make those threats.
 - a. For the purpose of this policy, a threat is any communicated intent to inflict harm on any person or property.
 - b. Threats may consist of, but are not limited to, threats of physical violence, sexual violence, death, property damage, or harm to friends or family, etc.
3. If the investigation shows that such threats were made, then the following may occur:
 - a. Demerits or other penalties allowed by existing policy;
 - b. Institution of a School Safety Plan (part a: Stay Away Order, part b: Victim Safety Plan, & Memorandum of Agreement) as appropriate;
 - c. Suspension for up to 10 (ten) schools days as allowed by existing policy;

- d. Involvement of the local police as appropriate;
- e. Referral to discipline council for disciplinary action, including but not limited to, a suspension of an additional 20 (twenty) school days for a maximum of 30 (thirty) school days;
- f. Referral to school committee for an exclusion hearing.

ACADEMIC PROGRAM

PROMOTION/RETENTION

We will make every effort to identify students who are not making satisfactory academic progress. In order to pass from one grade to another (7th to 8th, or 8th to 9th) each Middle School student must pass (have a grade of 60 or above) 3 out of 5 classes. Each of the four core courses (math, science, English and social studies) will be considered individually. The remaining courses, or "fifth-subject" courses that a student is enrolled in will be evaluated together as one course (equal in total to one of the core courses). If a student does not meet this expectation, then the student will be retained. If a student is to be retained, then that student will repeat the grade in total. The student will repeat all classes, regardless of his/her prior activity in that class. Exceptions may be made if the Team Teachers, Administrators, Guidance Counselors, parents, and other support personnel agree that retention is not in the best interest of the child.

COURSE EXPECTATIONS

Teachers will distribute a 1-2 page summary to students at the beginning of each course describing expectations, general course objectives, grading procedures, and attendance policies. Students will also be informed as to the specific times that teachers will be available to provide extra help. Students will sign the course expectations indicating that they understand the class and grading procedures.

MAKE-UP WORK

Taking vacations at times other than school vacations is strongly discouraged by the Middle School. You should notify the school prior to your vacation. If possible teachers will assign work in advance; however in many cases this cannot be done. Parents and students are encouraged to check the portal for make-up work. If access to portal is not available, a parent may request make-up work from guidance. In general a student will be given an amount of time equivalent to his/her absences to make-up missed work. Work not completed will cause grades to suffer.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued three times a year and represent approximately sixty days of school work. Progress reports will be issued to all students twice during each trimester. Progress reports and warnings must be signed by parents and returned.

STUDENT HONORS

National Junior Honor Society

Introduction

The Quabbin Regional Middle School Chapter of the National Junior Honor Society is the Cum Laude Chapter. This organization recognizes and promotes academic achievement while developing those qualities essential to good citizenship; namely, scholarship, character, service and leadership.

Membership

To be eligible for membership in the Cum Laude Chapter of the National Junior Honor Society, the student must: 1.) be in eighth grade; 2.) have maintained a grade of 90% for the first two trimesters and a passing grade for trimester three of grade 7 and a 90% for the first trimester of grade 8; 3.) give evidence of good character, leadership, citizenship and service to the school and/or community. 4.) not have accumulated more than six demerits or been suspended in grade 8.

Students who are eligible for membership in the National Junior Honor Society will be notified of their eligibility by the advisor(s) of the NJHS. It shall be the responsibility of the candidate to obtain from the NJHS advisor(s) the necessary application for admission consideration. Students must obtain, complete, and return any and all application forms to the advisor(s) of the NJHS within 7 days following their eligibility notification. The forms will then be reviewed by the Faculty Council, which shall be appointed by the Principal. Decisions on induction made by the Faculty Council are final. Candidates will be given a copy of the Cum Laude Chapter Constitution and By-Laws at the time of their eligibility notification. A copy of the constitution can also be found on the Quabbin Regional Middle School website.

To maintain membership in the NJHS, members must maintain a 90% for their entire eighth grade year and must complete at least two and a half hours of community/school service during their eighth grade year. All members will also be expected to participate in a group service project to be determined by the entire NJHS membership. Dismissal procedures from the NJHS are further described in the Constitution and will be strictly enforced.

Honor Roll

High honors can be achieved by earning all A's. To receive honors, a student must earn all A's and B's.

Honors Breakfast

Students who have made the honor roll for the first two trimesters of a school year will be invited to a breakfast in the spring.

MIDDLE SCHOOL ACTIVITIES

ELIGIBILITY – STUDENT ACTIVITIES

A student must be in attendance on the day of a school activity for at least half of the school day (10:25am) in order to attend an activity e.g. a school dance, athletic event. Exceptions may be made by the principal in advance of the activity. Students who are suspended are ineligible to attend school activities. The period of suspension begins on the day the student reports to the in-house suspension room and ends at midnight on the last day of the suspension.

FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

Field trips are scheduled throughout the school year. These opportunities are designed to support different aspects of the classroom curriculum, to reward accomplishments, and to introduce students to the resources of the region. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms.

All middle school field trips and extra-curricular activities are an additional privilege beyond the basic educational program. Any student may be excluded from field trip or other school activities at the discretion of the administration. Reasons for exclusion may include, but are not limited to, repeated or severe disciplinary infractions, excessive absenteeism and/or poor academic performance. Students may be excluded from field trips and/or other activities if the administration determines that participation may be detrimental to the student or to others.

STUDENT GOVERNMENT

Approximately 12 student government representatives and alternates from each grade will be elected in the fall. The Student Government will be involved in Middle School student activities.

SCHOOL DANCES

Dances are held periodically throughout the school year. Students are expected to have a ride at school promptly at the end of the dance. If your ride is not here 15 minutes after the end of the dance, you will not be allowed to attend the next dance. After school activities such as dances, are a privilege. Students may be excluded from a dance at the discretion of administration. Reasons for exclusion from dances may include, but are not limited to, repeated or severe disciplinary infractions, excessive absenteeism and/or poor academic performance.

ATHLETIC TEAMS

Quabbin Middle School provides a comprehensive athletic program in which all students are encouraged to participate and do their best. One of the primary goals of the coaches is to ensure that team participants achieve in the classroom and gain the skills to prepare them for lifelong learning. The interscholastic sports programs offered at the middle school level provide an opportunity for students to increase their fundamental techniques, as well as a sharing of experiences with peers and an opportunity to have some fun in the area of competition. Teams provided are:

FALL

Boys Soccer
Girls Soccer
Field Hockey
Cross Country

WINTER

Boys Basketball
Girls Basketball
Wrestling

SPRING

Baseball
Softball
Track

ELIGIBILITY – INTERSCHOLASTIC COMPETITION

In order to be eligible to participate in the interscholastic competition, a student must earn a passing grade in every subject for the marking term preceding the athletic season. The scholastic eligibility of all students shall be considered only on the date when report cards for that marking period have been issued. The Athletic Director and the Principal must determine the eligibility of all athletes on the basis of these criteria.

GENERAL INFORMATION

ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 NOTIFICATION

It is the intention of the Quabbin Regional School District to comply with all federal and state regulations controlling asbestos and to take the necessary steps to ensure students and employees a safe and healthy environment in which to learn and work. This notification is required by the Asbestos Hazard Emergency Response Act of 1986, (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). You are welcome to review the Asbestos Management Plan located in each school's administrative office during school hours. Contact Clare Barnes, director of plant and facilities, and our Asbestos Program Coordinator, with questions: 978-355-6771.

BUS RULES AND PROCEDURES

The school day of any student begins when he or she boards the bus and ends when he or she returns to his or her destination; therefore, each child comes under the jurisdiction of the school administration during this entire period. Each child should be reminded that it is a privilege to ride the bus, and, if a child is not well behaved, courteous, or if, by his actions, endangers the health and safety of other students, this privilege may and will be suspended with parental notification.

Massachusetts state law requires that vehicles must come to a full stop and remain stopped when coming upon a school bus that is stopped with its flashing lights in operation. All drivers in the schoolyard are required to comply with that law. When boarding or alighting from a bus on a highway, students are to cross the road in front of the bus. The driver will not proceed until the students are either aboard the bus or have safely crossed the highway and are out of danger.

Due to many students with allergies, eating on buses is strictly prohibited.

In the event that a parent/guardian needs to have a child ride a bus other than the assigned bus or needs to have a child picked up or dropped off at a bus stop other than the one designated to their residence, the request must be submitted to the school office either in person or in writing. Not all requests can be granted as some buses area already filled to capacity.

Students are allowed to ride the late bus only if they remain in the building to work with a staff member. If a student leaves school grounds on a late bus day, they will not be allowed to ride the school bus home.

Required bus conduct

1. Riders must be on time at the bus stop.
2. Students should wait in a safe place, well off the roadway
3. Riders will only enter and leave the bus at regular stops.
4. Orderly behavior and respect for the driver and private property will be required.
5. Instructions and directions of the driver must be followed by the rider when entering or leaving the bus.
6. Riders must remain in seats when the bus is in motion.
7. Whistling and shouting are not permitted.
8. Profanity and obscene language are forbidden.
9. Smoking is prohibited.
10. The following disturbances are prohibited:
 - Pushing or wrestling
 - Racing for seats
 - Annoying another passenger or disturbing their possessions
 - Distracting the bus driver
 - Throwing objects within the bus or out of the window
 - Climbing over the seats
 - Opening or closing the windows
 - Leaning out of the windows; hands, head and feet must remain inside bus
 - Littering the bus
 - Eating or drinking on the bus
 - Harassment of other students
 - Bullying of other students
11. Students should cooperate in keeping the bus clean.
12. The emergency door is for emergency use only.

Any misconduct on a bus will be reported by the driver to the building level administrator, who will report the incident and any associated disciplinary action taken to parents. Parents will be held responsible for any damage inflicted by their children.

CANCELLATION OF SCHOOL

School cancellation due to severe weather or other emergencies will be announced on the following radio stations:

<u>Radio</u>	<u>Television</u>	
WTAG 580 AM	WBZ Channel 4	WWLP Channel 22
WSRS 96.1 FM	WCVB Channel 5	

Parents will be notified using the One Call System unless they have opted out for weather cancellations. Parents will also be able to access this information on the district website: www.qrsd.org.

DRESS CODE

No hats/caps are to be worn in the building. Hats are to be removed and placed in your lockers or backpacks upon entering the building.

Students are expected to dress appropriately while attending school. Any articles of a vulgar or profane nature (one that is disruptive to the educational process) or which poses a threat to health or safety will not be allowed. Proper footwear must be worn at all times. No bare midriffs or extremely short shorts will be permitted. Tank tops can only be worn with a t-shirt underneath. Oversized, baggy clothing, which presents a safety risk, is not appropriate. Pants must be worn at the waistline by both boys and girls.

ELECTRONICS

Students are not allowed to have games (board type, electronic, etc.), toys, radios, iPods, MP3 players or cell phones out during school hours without teacher permission. Students will be allowed to carry cell phones, but they must be turned off when students enter the building. Students who have phones or other prohibited items out during school without permission will have these items confiscated until the end of the regular school day. With a second offense, demerits may be assigned and the item will be kept in the office until a parent or guardian makes arrangements for the return of the item(s). Students may use electronics at times deemed appropriate by classroom teachers.

EMERGENCY EVACUATION PROCEDURE

If an emergency situation arises which necessitates evacuation of the building, instructions and procedures will be announced over the public address system.

FIRE DRILLS

State law requires that every school conduct fire drills during the school year. Procedures are posted in each room. These will be reviewed periodically with students.

The building is to be evacuated quickly, quietly, and in an orderly manner following the specific route designed in each room. **Everyone is to move at least 50 feet from the building once outside and remain outside until the all-clear signal is sounded.**

FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

Procedures for the provision of a free and appropriate public education (FAPE) for students with disabilities and equal opportunity to participate in educational, nonacademic, extracurricular and ancillary programs, as well as participation in general education.

The Quabbin Regional School District adheres to all regulations and requirements regarding the rights of all students to have equal access to the educational, nonacademic, extracurricular and ancillary programs of the district. The Quabbin Regional School District adheres to the State Regulations 28.06(5) and the Federal Requirements 300.121 and 300.300-313. The Quabbin Regional School District recognizes the responsibility to plan and implement a special education program for children with disabilities that is carefully designed to ensure acceptable progress. Acceptable progress has been defined through case law across the nation as a reasonably high standard and should not be interpreted as a child merely passing grade to grade.

All students receiving special education, regardless of placement, shall have an equal opportunity to participate in and, if appropriate, receive credit for the vocational, supportive, or remedial services that may be available as part of the general education program as well as the non-academic and extracurricular programs of the public school where the collaborative program is located. Special Education teams will consider these programs as part of the team meeting and record recommendations on page IEP-3 of the Individualized Education Program. Special Education teams will consider the unique talents, abilities, and interests of the child when determining program options. Any child whose placement is outside of the district is also eligible to participate in the educational, nonacademic, extracurricular and ancillary programs of the district, when/if appropriate. Programs, services, and activities include, but are not limited to art and music, counseling services, health services, transportation, recess and physical education, including adapted physical education, athletics and recreational activities, school-sponsored groups or clubs and meals.

GRIEVANCE PROCEDURES

Complaints, appeals, and grievances by students/parents relative to Quabbin procedures are designed to be expedited through the use of appeal procedures established by the Quabbin Regional School District. Copies of regulations and procedures are available by contacting the Principal or Superintendent. Questions and inquiries are both encouraged and welcomed.

GUM/FOOD

Students are not allowed to chew gum on the school premises. Gum chewing is considered misconduct, a three-demerit offense. Food may only be consumed in the cafeteria. Open beverage containers may not be brought to school or carried in the building.

HOMELESSNESS AND EDUCATION

The 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:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. 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;
3. 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;
 4. 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;
 5. A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;
 6. 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 see: <http://www.doe.mass.edu/mv/>

IDLING OF MOTOR VEHICLES

Operators of school buses and personal motor vehicles are prohibited from prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

INTERNET/TECHNOLOGY

Access to the District's system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Quabbin Regional School District. Violations of law may result in criminal prosecution as well as disciplinary action by the Quabbin Regional School District. The Quabbin Regional School District's Acceptable Use Policy for the Internet/Technology and corresponding Administrative Implementation Procedures is printed in Appendix C of this Handbook.

TECHNOLOGY POLICY

QRSD Device Loaner Parent Agreement Devices distributed to students are property of the Quabbin Regional School District (QRSD). As such, they must be treated with care and kept safe from abuse, accidental damage, and theft.

- I/we understand that the device is my responsibility and as such I understand that I may be required to reimburse the district for costs associated with repairing or replacing the device assigned to me and/or its power cord/charger/other accessories in the event that any of these items are lost, stolen, or damaged. This fee will be determined on a per-case basis depending on the circumstances, as well as the specific cost of repair or replacement. Device malfunctions or failures encountered through normal use will not incur a fee.
- I/we understand that device use is a privilege, not a right.
- I/we will treat the device as a valuable piece of equipment and will report any mechanical or technical issues to a teacher or technology staff member immediately.
- I/we will not attempt to alter or remove any hardware or component from the device.
- I/we will not attempt to install any software, extensions or operating systems that are not provided by QRSD.
- I/we will not attempt to log in to the device with any account other than the @qrds.org google account provided to me by Quabbin Regional School District.
- I/we will not remove, obscure, or alter any decals or other identifying information on the device.
- I/we will not write on the device, affix any decals, or alter its physical appearance in any way.
- I/we will report inappropriate use to a teacher or an administrator immediately.
- I/we will return the device upon request of school or district personnel in a timely manner, or upon withdrawing from the school. All devices must be returned before the end of the school year. If I do not return the device I accept that I will be responsible to pay for a replacement device of the Districts choosing.
- I/we agree that we will not attempt to bypass the QRSD firewall filtering program that is required by federal law (CIPA).
- I/we understand that only QRSD technology staff are authorized to repair the device.
- I/we understand that all web traffic and usage of the device can be monitored and recorded by the Quabbin Regional School District.
- My signature below is confirmation that the device I am receiving is in working condition and good physical shape with no signs of damage unless otherwise noted.

- I/we agree to the terms above and the policies within the Student Handbook and accept responsibility for the district-owned device.

LOST AND FOUND

Lost and found articles are in the main office. If you've lost something, report it to the office at once. Please do not bring valuables or large sums of money to school where they may be lost. We do everything we can to safeguard private property, but the school cannot be responsible for lost items.

MEDIA CENTER/LIBRARY

Hours: 7:00 am to 2:00 pm daily, except 7:00 am to 3:45 pm Wednesdays on late bus days

Passes

Students may come to the Library/Media Center with classes or with passes from their teachers.

- Students coming after their assigned school hours may use the Media Center provided that they follow the rules regarding behavioral expectations.
- The Media Center Library staff uses the following Priority Scale: (1) Research, (2) Reading, (3) Studying - to determine who needs the available space the most.

Behavioral Expectations

- Everyone is expected to be quiet and courteous in the Media Center at all times. Quiet talking may be allowed when needed for group work, but loud noises or disturbances will not be tolerated. When necessary, due to numbers of students using the library, absolute silence will be the rule; **no** talking will be allowed.
- If a student disturbs others, he or she will be given a warning. If a second warning is needed, any student not cooperating will be asked to move or sent back to class or to the office.
- If the student still does not cooperate, demerits will be issued and the student will be excluded from the library and computer lab for five school days.

Borrowing Materials from the Library

- Learning materials may be borrowed for two weeks and renewed for another two weeks (unless a request has come in to hold the item for further use). There is no limit on the number of items that can be borrowed as long as they are all returned promptly and consideration is shown for other students who may need the same materials. Items must be brought in for renewal. There are no fines for overdue materials. Middle School students may borrow some machines (tape recorders, VCR's, Camcorders) for use within the building for school projects. AV equipment may not be taken home without a contract signed by the student and a parent/guardian.
- Students are responsible for books signed out in their name. Any lost or damaged books must be paid for by the student. Charges are based on the cost of replacement materials. In most cases the purchase price will be noted on the circulation card.
- Magazines, with the exception of the current issue, may be borrowed for a two (2) week period. If a student loses a magazine he/she must pay \$2.50.
- Some reserved books go out overnight only and must be back at the beginning of the school day.
- References like the encyclopedia, atlases and almanacs do not ever leave the Media Center since many students need them for immediate use. Older encyclopedias may be checked out for two weeks.
- Students may use the Media Center copying machine for free for any items that cannot be checked out. All other copies related to school work will cost 5 cents each. Other personal items may be copied at the discretion of the library staff at a cost of 25 cents each. Please **ask permission** before using the copying machine.

PHYSICAL RESTRAINT

The Quabbin Regional School District complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools. 603 CMR 46.00. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint is considered an emergency procedure of last resort. It may be used only when: (a) the student's behavior poses a threat of assault, or imminent, serious, physical harm to self and/or others; and (b) less intrusive interventions are ineffective or deemed to be inappropriate under the circumstances. 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.

SEARCHES

Students do not have a reasonable expectation of privacy in their school lockers and are on notice that lockers are subject to search at any time by school staff. A search of a student or his/her personal belongings that are not in a locker may occur if the administration or designee has reasonable grounds for suspecting that the student has violated or is violating either the law or a rule of the school.

LEGAL REF.: Policy JIH

SECURITY OF STUDENT POSSESSIONS

Quabbin is a school community consisting of over 1,200 people who inter-relate with one another on a daily basis. The individuals that comprise the community have different traits, habits, personalities, and types of behavior. At times, student possessions get lost, damaged, or stolen. We urge all students to be responsible citizens, but unfortunately, not all are. Therefore, students should keep all valuables with them or give them to a teacher to keep. Students should not leave purses, pocketbooks, or wallets unattended. Each student is responsible for all school materials issued to him/her, so proper care is required. Remember – use common sense in proper care of possessions as you do in your local community. Items of value may be left in the office for the day and picked up at the end of school. Students are discouraged from bringing large sums of money and/or items of great value to school and do so at their own risk.

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 Quabbin Regional School District provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation.

For further information regarding the Special Education program, contact Director of Pupil Personnel, Kristin Campione, at (978) 355-2055.

For further information about Section 504, please contact the middle school 504 coordinator, Susanne R. Musnicki.

STUDENT RECORDS

The Quabbin Regional School District complies with applicable Federal and State laws and regulations governing Student Records and the use of information contained therein. These laws and regulations are designed to ensure student rights of confidentiality, inspection, amendment, and destruction of student records.

The Massachusetts Student Record Regulations and the Family Education Rights and Privacy Act (FERPA) apply to all information kept 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. Electronic communications (e-mails) that are not printed and placed in

a student's temporary record are not "Student Records" for purposes of this policy and applicable state and federal laws and regulations. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

The following is a summary of parent and student rights regarding 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, 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 Quabbin Regional School District to forward the student record, without prior written parental consent, of any student who seeks or intends to transfer to another 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. This access by non-custodial parents is governed by state law and regulations. 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 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. Authorized school personnel 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.

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.

SURVEYS - NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the District's conducting of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"), if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; 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; and/or income, other than as required by law to determine program eligibility.
- Notice and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

The above rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Quabbin Regional School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as methods 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 under PPRA 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

TOBACCO-FREE

The Education Reform Act of 1993 requires all public schools to be smoke-free. The use of any tobacco products, including electronic cigarettes and vaporizers, is forbidden within school buildings, the school facilities, on school grounds or on school buses by any individual, including students, visitors, and school personnel.

VISITORS

Any visitor entering the school building must sign in at the front door.

ATTENDANCE LAWS AND PROCEDURES

Daily attendance at school is extremely important to the educational progress. It is the student's responsibility to be in school and in classes on time and to attend all classes and assigned activities. Sometimes due to health, family illnesses, or other emergencies a student must be absent. In that case, a parent or guardian should call the school or send a note. If the school is not notified, we will make every effort to contact the parent/guardian. After a student has been absent three consecutive school days, a parent may request make-up work for the student.

AFTER-SCHOOL PROCEDURES

- A. Students should make prior arrangements with parents to remain after school. Telephone calls should not be made at 1:50pm to make arrangements.
- B. Students should only remain after school after having made prior arrangements with a staff member. Teachers may give disciplinary or academic detention.
 1. If a student wishes to work in either the library or computer room after school, he/she must obtain a pass from a teacher some time earlier during the school day showing that he/she needs to use the media center.
 2. If a student wishes to work with more than one teacher before or after school, he/she must have a pass from the second or third teacher to whom he/she wishes to report. Under no circumstances should the student be sent to another area because he/she makes such a request.
 3. Students found wandering in the halls without proper authorization will be sent to an administrator.
- C. If there is no late bus available, students who stay after school will be expected to arrange for transportation home.
- D. To board the late bus, students must have a pass from the supervising adult.
- E. Students remaining after school in the building and on grounds **must** be supervised by a teacher, coach or advisor at all times. Unsupervised students will receive consequences, up to and including suspensions, demerits and detentions.
- F. After school privileges may be limited or suspended due to academic or disciplinary reasons.

COMPULSORY ATTENDANCE LAW

Under M.G.L. c. 76, § 1, school attendance prior to age sixteen (16) is compulsory. Under the Every Student Succeeds Act, the Commonwealth and the District track and report chronic absenteeism.

Under M.G.L. c. 76, § 1, the Quabbin Regional School District has a policy of notifying the parent/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 parent/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 M.G.L. c. 119, § 51A, a report can be filed on behalf of a child under the age of eighteen (18) for educational neglect if a child is not attending school on a regular basis. By law, school personnel are mandated reporters.

EARLY DISMISSAL

If, during the school day, a student must be dismissed from school, he/she must present a note signed by a parent or a guardian to the secretary in the Middle School Office upon arrival at school. The note must state the time and reason for the dismissal. If anyone other than a parent/guardian is picking the student up, please list his/her name in the note. A telephone number must be included so we can verify that the dismissal signature is valid. If the student returns to school during the same day, he/she must sign-in at the Office and receive a pass. If a student becomes ill at school he/she will be sent to the School Nurse. All dismissals for medical reasons must be issued by the School Nurse. Students should not text a parent requesting dismissal.

RESIDENCY, ENROLLMENT, AND NONDISCRIMINATION

In accordance with M.G.L. c. 76, § 5, every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the

advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

TARDINESS

When a student arrives to school late, he/she **must** come with a note signed by a parent/guardian, or a parent/guardian must come into the office to sign in tardy students. An unverified tardiness will result in a referral for disciplinary action. If a student is consistently late to school, he/she will be referred for disciplinary action and may lose school privileges.

HEALTH SERVICES

ADMINISTERING MEDICATION TO STUDENTS

Medication (prescription or non-prescription) may be administered to a student in school only by a registered nurse or a non-licensed person designated and trained by the school nurse.

Medications will only be administered to students in school if: a) there is a written order from a licensed prescriber (physician, dentist or nurse practitioner); b) there is written consent from a parent/guardian; and c) the medication is in a pharmacy-labeled container or the manufacturer's original container.

Medication must be delivered to school by a parent/guardian (or other responsible adult) unless otherwise prearranged with the school nurse.

Medication must be in the original pharmacy or manufacturer labeled container and contain no more than a thirty {30} days supply. Have the pharmacy prepare a separate container of medication to be kept at school.

Special Medication Situations:

- a. For short term medication, **e.g. those requiring administration for ten days or less**, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a licensed prescriber's order.
- b. **Field trips** - Provisions for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent/guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
- c. **Standing Orders** - The parent/guardian may choose to have standing orders for the student by signing the "Standing Orders" form available from the school nurse. These orders contain Physician's written order for specific over-the-counter medications that can be given by the school nurse.

Self-administration of medication by students will be allowed if: a) the school nurse, the student and parent/guardian agree that this is a viable and safe method of medication administration, and b) there is written permission from the student's parent/guardian. The school nurse may request a written order from a licensed prescriber for self-administration.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse, and the reason for refusal explained.

LEGAL REF.: 105 CMR 210.00; Policy JHCD

ALLERGIES – BEE STINGS/INSECT BITES

It is extremely important that each year parents notify the school of any allergic condition which afflicts their child, especially those associated with bee stings or the bites of insects. Stinging insects are very common on the playgrounds, especially in the late spring and early fall. If your child requires immediate medical attention for stings, be sure to notify the school promptly.

CONCUSSIONS

Massachusetts regulations require middle and high schools to have policies and procedures on the prevention, management and return to academic and athletic activities for students who sustain a concussion or head injury. These policies are to ensure the recovery of a student, and to prevent further injury to the student. Please notify your health care provider and the school nurse if your child experiences a concussion. The Quabbin Regional School District's policy on concussion prevention and management is printed in Appendix D in this Handbook.

LEGAL REF.: M.G.L. c. 111, § 222; 105 CMR 201.000

COMMUNICABLE DISEASES

The purpose of any policy dealing with health services in the school is to help each child attend school in optimum health and to benefit from the school experience. It is with this purpose in mind that the Quabbin Regional School District Committee has adopted for use in the Quabbin Regional School District, policy and regulations jointly proposed by the State Department of Human Services concerning attendance by children with Acquired Immune Deficiency Syndrome (AIDS) or clinical evidence of infection with the Human Immune-deficiency Virus (HIV). (Copies of Regulations are available upon request from the Superintendent's Office.)

Some conditions which could require temporary exclusion from school are Chicken Pox, Impetigo, Pediculosis (head lice), Conjunctivitis (pink eye), Staph/Strep Infections, Scabies, Ringworm, and other contagious conditions.

Upon return to school, the child must report to the school nurse or principal before returning to class.

LEGAL REF: Policy JHCC

FIRST AID

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician or other emergency medical personnel.

First Aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enable the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid **will not** be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

- a. The school nurse or another trained person will be responsible for administering first aid.
- b. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
- c. No young child who is ill will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive the child.
- d. In extreme emergencies the school nurse, school physician or principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
- e. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
- f. All accidents to students and staff members will be reported as soon as possible to the Superintendent.

LEGAL REF: Policy EBBA

HEALTH EDUCATION – HUMAN SEXUALITY AND SEX EDUCATION

The Massachusetts Department of Education recommends that all school districts plan and implement a Comprehensive Health Education program. Board of Education policy requires that HIV/AIDS education be offered to all students in every grade level. Quabbin Regional School District Policy JGC expects that the administration will develop and implement instructional programs that focus on the prevention of poor health habits and maintenance of good physical and mental health habits and attitudes.

The Quabbin Regional School District has in place a Comprehensive Health Education program with human sexuality and sex education components (including HIV/AIDS). Our school committee has approved our curriculum to ensure the present and future health of our children.

The Health Education Advisory Council strongly recommends that all students participate in the lessons scheduled for their grade level. However, if you do not want your child to participate in parts of the curriculum related primarily to human sexuality and sex education, you have the right, under M.G.L. c. 71, § 32A, to exempt your child by submitting a request in writing to the building principal. You also have a right to preview the curriculum. All instructional materials including textbooks, teacher's manuals, audiovisual aids and other supplementary materials which are used for instruction in human sexuality and sex education shall be available at the building site for inspection and review by parents or guardians of students receiving this instruction. Your review of our curriculum may assist you in making a more informed decision regarding your child's education.

As always, our goal is to bring the best possible instruction to your child, and we are proud to include you in the education process.

A student shall be excused from participating in portions of the curriculum which primarily involve human sexuality and sex education instruction upon receipt by the principal of written notification from the student's parent or guardian. No student exempted from participation shall be penalized by reason of this exemption. In order to ensure that all students receive structured learning time the school will make an effort to accommodate the exempted student in another class, assign an alternative educational project, or provide the student with a directed study period for the duration of the exemption.

Resolutions of disputes that may arise under M.G.L. c. 71, § 32A will be handled at the local level under QRSD Policy JFH (as recommended by the Massachusetts Department of Education Regulations 603 CMR 5.00).

LEGAL REF: M.G.L. c. 71, § 32A; 603 CMR 5.00; Policy JFH

INOCULATION OF STUDENTS

The Committee wishes to protect all students from vaccine-preventable diseases. Immunization against these diseases is the most effective method to protect all students and members of the community. Therefore, the Committee recommends that the School District comply with MDPH Immunization Program Guidelines by requiring all students entering school for the first time, whether at kindergarten, transfer from another school system or Foreign Exchange student, to show proof of immunization against: diphtheria, tetanus, polio, measles, mumps, rubella, and Hepatitis B Virus.

MINIMUM REQUIREMENTS:

Minimum requirements for immunization for students entering school in Quabbin Regional School District will be those set forth in the Guidelines of the Immunization Program of the MDPH as published annually. Students who do not meet these requirements may be excluded from school until such time as they receive the vaccinations or provide proof of exemption.

Acceptable "proof" of immunization includes:

- a. Authorized (signed) physician's note
- b. Student Health Record cover page
- c. MDPH "Blue Book"

EXEMPTIONS:

Students will be exempt from these requirements as follows:

- a. Written documentation from a physician stating that the student's health would be endangered by a vaccination (Medical Exemption).
- b. Written documentation from the parents stating that immunization is contrary to the religious beliefs of the students or parent (Religious Exemption).
- c. Student on delayed scheduled of immunization with written documentation from physician.

LEGAL REF: M.G.L. c. 76, § 15; 105 CMR 220.000; Policy JHCD

PHYSICAL EXAMINATION OF STUDENTS

The Committee desires to enable all students to obtain the full benefit of the District's educational opportunities. Good health is a primary factor in this endeavor. Quabbin Regional School District requires physical examinations as follows:

- a. Students entering school must have an exam within 6 months prior to entrance.
- b. All students in grades 4, 7, and 10 (6 months prior to or before completion of the school year).
- c. Students transferred from another school system shall be examined as entering students (physical 6 month prior to transfer or during the first year) unless school health record shows that a physical was done in the school year of transfer.
- d. Students planning participation in competitive athletics, annually, **prior to such participation**. (The school physician will examine athletes, except when a family wishes to have the examination done by their own physician at their own expense. In this case, a written report of physical examination must be submitted to the school nurse **prior to participation**.)
- e. Others:
 1. Students referred because of known physical defects that require repeated appraisal;
 2. Students referred due to frequent absences due to unexplained illness;
 3. Students referred from teacher-nurse conference because s/he is not making expected progress in school or because of signs of illness noted by the teacher or nurse.

Whenever possible, the QRSD encourages the performance of physical examinations to be done by the student's own private physician. If this is not possible, the QRSD will provide the services of the school physician to carry out the physical examination. In this case, notification of the parents and signed consent is required.

LEGAL REF: 105 CMR 200.000; Policy JHCA

PREGNANT STUDENTS

School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills. Pregnant students will be permitted to remain in regular classes and participate in extra-curricular activities with non-pregnant students throughout their pregnancies unless otherwise directed by their physician(s). The District will respond to physician's recommendations regarding student health during pregnancy and implement appropriate accommodations.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided.

LEGAL REF.: M.G.L. 71:84; Policy JIE

SCHOOL NURSE

The school nurse is available throughout the school day to provide emergency care. Immediate and temporary care is provided in case of accident or sudden illness. Treatment and after care is the responsibility of the family.

Students who become ill while at school are to be escorted to the nurse's office. The nurse will contact parents if, in his/her judgment, the child should be dismissed.

Students whose physical education activities must be limited or omitted must present a physician's certificate to the nurse stating such restrictions.

Note: Any student taking medication of any type, including aspirin, in school, must deposit medication at the Nurse's Office at the beginning of the school day with a note from the physician stating the name of the medication, time to be taken, dosage, and reason for medication. Medications may be taken home daily if necessary.

Parents should notify the nurse of any children who require special consideration due to hearing loss, allergies, disabilities, etc.

SCHOOL PSYCHOLOGIST/COUNSELOR

Through testing, evaluation, and diagnosis, the school psychologist recommends programs and procedures to best meet student needs.

SENSITIVITY TO FRAGRANCES AND CHEMICAL ODORS

It is the policy of the Quabbin Regional School District to maintain a consistent set of procedures for the treatment of persons who have a high level of sensitivity to fragrances and to various chemicals. There are many people who experience unpleasant physical effects from scented products, such as perfume and colognes. Sometimes, it might be a headache or nausea when passing by a department store's fragrance counter or riding in an elevator with someone wearing a certain fragrance. However, there is a growing number of people who suffer more severe reactions to these and many other types of products and chemicals. This condition is known as multiple chemical sensitivities (MCS) and involves people who have developed an acute sensitivity to various chemicals in the environment. People with MCS experience a range of debilitating physical reactions, some even life-threatening, to chemicals used in a variety of products, including fragrances and personal care products, deodorizers and cleaners, pesticides, wall and floor coverings, and building materials. Our commitment to provide a safe and healthy environment for students and staff requires cooperative and collaborative effort including the home, physician, school nurse, and staff. To this end, the Quabbin Regional School District maintains protocols to meet the specific needs of our students and staff who experience MCS. The intent is to minimize to the extent possible the barriers and difficulties experienced by both students and staff subject to fragrance/chemical sensitivities and those with asthma and other breathing impairments. The School Committee Policy on Sensitivity to Fragrances and Chemical Odors is printed as Appendix E in this Handbook.

APPENDIX A

M.G.L. c. 269, §§ 17-19 (State Anti-Hazing Law)

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 wilfully 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.

Section 18. 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.

Section 19. 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; provided, however, that an institution's compliance with this

section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

APPENDIX B

CONTROLLED SUBSTANCES AND OTHER DANGEROUS SUBSTANCES USE/POSSESSION AND/OR DISTRIBUTION POLICY JCDAC

Purpose

The Quabbin Regional School District seeks to keep the public school environment free from the use and presence of controlled substances (e.g. illegal drugs and prescription) and other dangerous substances (e.g. over-the-counter medications and alcohol).

Students may be disciplined for being in the possession of controlled substances or other dangerous substances on school premises or at any school-sponsored or school-related event. Students in possession of any controlled substances while on school property or any school-sponsored event will be subject to disciplinary measures as provided for in Mass. Gen. L. c. 71, Section 37H. Any student who needs to take prescription medication shall follow the policies, regulations and procedures set forth by the School Committee and School Administration (Policy JHCD-Administering Medications to Students) or shall be subject to student discipline under Mass. Gen. L. c. 71, Section 37H.

Students in possession or under the influence of other dangerous substances, as defined herein, and students who are under the influence of a controlled substance (which have not been administered pursuant to policy JHCD) while on school premises or at any school-sponsored or school-related event shall be subject to disciplinary action, including possible expulsion.

The Committee encourages the school and the community to cooperatively develop and conduct programs that provide every student with a good understanding of the physical, psychological and social dangers associated with substance abuse.

All students and employees with knowledge of the use and/or possession of controlled or dangerous substances as defined on school property and/or at school-sponsored events are expected to report said information to the building administrator and/or the superintendent who are expected to report such information to the police as appropriate.

The Superintendent of Schools is expected to take whatever lawful action s/he determines to be necessary to implement this policy including but not limited to the following:

- requiring building administrators to develop codes of discipline for students pursuant to the requirements of Massachusetts General Laws, Chapter 37H;
- conducting periodic training of personnel related to the implementation of this policy;
- cooperating with other departments within town government to achieve the objectives of this policy;
- recommending such programs and/or services for students and employees, which s/he deems appropriate to achieve the purposes of this policy.

Definitions

"CONTROLLED SUBSTANCE" - The term "Controlled Substance" as used in this policy refers to, but is not limited to, the following: marijuana, amphetamines, anabolic steroids, barbiturates, cocaine, codeine, hashish, LSD, methadone, peyote, mescaline, hallucinogens, as well as drug paraphernalia.

"DANGEROUS SUBSTANCE" – The term "Dangerous Substance" includes but is not limited to alcohol, organic solvents (glue, cleaner, aerosols), over-the-counter medications, and nutritional supplements.

"POSSESSION" - The term "possession" as used in this policy means having actual possession on one's person and/or constructive possession meaning that it may be under one's control even though it may not be in one's immediate possession (e.g. in a bag, locker, automobile or hidden location on school property or at a school sponsored event, including in the custody of another person).

CROSS REF: KLG, relations with Police Authorities

Adopted by the Quabbin Regional School District Committee: June 1978

POLICY JCDAC REGULATIONS

I. Guidelines

1. **INVESTIGATIONS**
The administration has both the authority and responsibility to investigate any person, or his/her locker, or other possessions in the school or on the premises where there is reasonable suspicion of possession of a controlled or dangerous substance. Canine investigations in school buildings may be performed by authorized law enforcement personnel at the request of and under the direction of the administration according to procedures outlined in this policy.
2. **EXAMINATIONS AND INTERROGATIONS**
The administrative team or a designee is authorized to conduct an examination of any student in the Quabbin system if there is reasonable suspicion that the student is in possession of a controlled or dangerous substance.
3. **DETAINING**
Any student, when there is evidence of use or possession of a controlled or dangerous substance or material suspected to be a controlled or dangerous substance, will be detained until the parent(s)/guardian(s) and proper authorities have been notified and assume responsibility for the case.
4. **POLICE INVOLVEMENT**
Evidence of possession and/or distribution of a controlled or dangerous substance or materials suspected to be a controlled or dangerous substance (e.g. alcohol) is a matter for direct involvement of the police.
5. **EVIDENCE OF BEING UNDER THE INFLUENCE**
Admission by a student of consumption of a controlled or dangerous substance or judgment of and/or witness by a staff member may be sufficient evidence to establish that a person has made use of a controlled or dangerous substance (is under the influence) for purpose of this policy.
6. **STUDENT RESPONSIBILITIES**
Students have both the right to and are encouraged to report violations of this policy and regulations, as any such possession and/or use of a controlled or dangerous substance in the school system vitally affects their interests.
7. **EMPLOYEE RESPONSIBILITY**
Employees who observe behavior that would indicate use or possession of a controlled or dangerous substance should report such behavior to the administration. Employees may be assigned monitoring responsibilities throughout the school facilities and on school grounds.
8. **PARENT INVOLVEMENT AND RESPONSIBILITIES**
Parents/guardians have both rights and responsibilities in matters that affect their children and particularly in the matter of substance abuse. Parents/guardians should be notified immediately whenever their child(ren) is (are) reasonably suspected to be in violation of this policy and its regulations. The administration will share all information about the individual child's involvement and responsibilities with parents or guardians to the greatest extent permissible by law.
9. **SUPPORTING OR CONCEALING**
A student who knowingly supports or conceals the use, possession, or distribution of controlled or dangerous substances in the school, is in violation of school regulations and may be subject to disciplinary actions.

II. Penalties – Controlled Substances

1. **CONCEALING USE OF A CONTROLLED SUBSTANCE**
Any student enrolled in the Quabbin Regional School District who actively participates in concealing the use, possession of, and/or sale/distribution of a controlled substance in school by another party may be suspended for a period of five (5) school days.
2. **POSSESSION**
Any student enrolled in the Quabbin Regional School District who is in possession of a controlled substance may be suspended for a period of ten (10) school days. Such a student may be subject to further disciplinary action up to and including expulsion pursuant to M.G. L. c. 71 sec. 37H.
3. **UNDER THE INFLUENCE**
Any student enrolled in the Quabbin Regional School District who is under the influence of a controlled substance, which has not been duly authorized to be used in school, may be suspended for a period of ten (10) days.
4. **REPEAT OFFENSES**
Any student enrolled in the Quabbin Regional School District adjudged for the second time or more under procedures specified in this policy and accompanying regulations, to be actively concealing the use, possession, and/or distribution/sale of controlled substances may receive a double suspension for each subsequent infraction following the first offense. A more severe penalty could be imposed in accordance with M.G.L. ch. 71 sec. 37H. (Refer to policy JCDAC/Controlled Substances and other Dangerous Substances Use/Possession and/or Distribution)
5. **SUSPENSION AND EXPULSION**
In implementing penalties defined under these regulations, an informal hearing will be provided in each instance prior to issuing a short-term suspension (a suspension not more than ten (10) school days). The student shall be informed of the charges and an opportunity to tell his/her side of the story as well as be informed of the disciplinary consequences.

In case of a suspension exceeding ten (10) school days, students and parents/guardians will be advised of their rights under Policy JII – Student Complaints and Grievances. In the case of a disciplinary hearing under M.G. L. c. 71 sec. 37H, school officials shall adhere to the requirements of the law in providing due process and in carrying out disciplinary action.

6. **MATERIAL SUSPECTED OF BEING A CONTROLLED SUBSTANCE**
A student may be suspended for possessing, or distributing, any material that is suspected of being a controlled substance.

III. Penalties – Dangerous Substances

1. **CONCEALING USE OF DANGEROUS SUBSTANCES**
Any student enrolled in the Quabbin Regional School District who is actively participating in concealing the use, possession of, and/or sale/distribution of dangerous substances, as defined in the policy, in school by another party may be suspended for a period of five (5) school days.
2. **POSSESSION**
Any student enrolled in the Quabbin Regional School District who is in possession of a dangerous substance may be suspended for a period of ten (10) school days.
3. **UNDER THE INFLUENCE**
Any student enrolled in the Quabbin Regional School District who is under the influence of a dangerous substance which has not been duly authorized to be used in school will be suspended for a period of ten (10) school days. The consumption of alcohol or use of any other dangerous substance in any amount while in attendance at school or any school sponsored event will be considered a violation of regulations against substance use. Alcohol on the breath or a positive breathalyzer test is sufficient evidence to enforce these regulations.
4. **POSSESSION WITH INTENT TO SELL OR DISTRIBUTE**
Any student enrolled in the Quabbin Regional School District adjudged under the procedures specified in this policy to be in possession of a dangerous substance with intent to sell or distribute may be suspended for a period of twenty-five (25) school days.
5. **DISTRIBUTION AND /OR SALE OF DANGEROUS SUBSTANCES**
Any student enrolled in the Quabbin Regional School District adjudged under procedures specified in this policy to be actively distributing and/or selling a dangerous substance in school may be suspended for a period of thirty (30) school days.
6. **REPEAT OFFENSES**
Any student enrolled in the Quabbin Regional School District adjudged for the second time to be in possession of, possession with intent to sell/distribute, having made use of, or having distributed dangerous substances to another, may be considered for exclusion at a hearing conducted by the Quabbin Regional School District Committee.

Any student enrolled in the Quabbin Regional School District adjudged for the second time or more to be actively concealing the use, possession, and/or distribution/sale of dangerous substances may receive a double suspension for each subsequent infraction following the first offense.

7. **SUSPENSION**
In implementing penalties defined under these regulations, an informal hearing will be provided in each instance prior to issuing a short-term suspension (a suspension not more than ten (10) school days.) The student shall be informed of the charges and an opportunity to tell his/her side of the story as well as be informed of the disciplinary consequences.

In case of a suspension exceeding ten (10) school days students and parents/guardians will be advised of their rights under Policy JII – Student Complaints and Grievances.

8. **MATERIAL SUSPECTED OF BEING A DANGEROUS SUBSTANCE**
A student may be suspended for possessing, or distributing, any material that is suspected of being a dangerous substance.

IV. Comprehensive Disciplinary Contract

Any student suspended due to violation(s) of Policy JCDAC may be required to enter into a comprehensive discipline contract with a team of school administrators as soon as is reasonable. Such a contract may include one or more of the following and will be developed subsequent to discussion(s) with both the student and his/her parent(s)/guardian(s).

- Participation of student and/or parents in a substance abuse group or individual counseling program with either an outside or In-school agency and/or group.
- Work in the school community such as after school hours custodial work.
- Social probation (exclusion from all extra-curricular activities and programs) for a specific time period.
- Required attendance at a Quabbin Regional School Committee meeting for review of the specific disciplinary case.
- Attend one or more Alcoholics Anonymous (A. A.) / ALATEEN meetings.
- Assignment to in-school suspension.
- Other sanctions as determined and outlined by the school administration.
- Meeting with local police officials to discuss the specific incident and other disciplinary options in which the police department would be involved.
- Community service work with local clergy and/or civic organizations.
- Other sanctions as determined and outlined by the Administrative Team*

* The Administrative Team will consist of at least three members:

- Building Administrator(s)

- Guidance Counselor(s)
- School Nurse
- Special Education Director (If student is a special needs student)
- Pupil Personnel Director

CROSS REF: JIH, Interrogations and Searches
 JII, Student Complaints and Grievances
 KLG, Relations with Police Authorities

CONTROLLED OR DANGEROUS SUBSTANCES **Procedures to Accompany Policy**

I. Under the Influence of a Controlled or Dangerous Substance

If any staff member and/or student observes or has reason to suspect that a student is under the influence of a controlled or dangerous substance the following procedures should be followed:

Specific Procedures - During Regular School Day

1. The building administrator or designee should be notified immediately of the location and condition of the person.
2. The individual will be assessed by the school nurse.
3. If the administrative team believes that a controlled or dangerous substance is influencing the student, an attempt should be made to determine the nature of the substance.
4. The student will be transported to an appropriate medical examination center or location if it is deemed necessary.
5. The Administration will attempt to contact the parent/guardian by phone or via local police as soon as possible.
6. For students who appear to be under the influence, the administration will have reasonable suspicion to believe that the involved person is in possession of a controlled or dangerous substance and shall conduct a search of the person, his/her locker, motor vehicle (if parked on school property), and/or other possessions in the school or on school grounds. If possible, at least two staff members will conduct the search.
7. A student who is under the influence of a controlled or dangerous substance in violation with this policy may be suspended in accordance with the procedures described herein and may be subject to further disciplinary action, up to and including expulsion.

Specific Procedures - At a School Sponsored Event

1. The staff member(s) in charge of a school-sponsored event will be notified and directed to the suspected violator. If present, a police officer will be involved to assist in analyzing the evidence of use of a controlled or dangerous substance. If no police officer is present, the suspect will be detained until a school administrator or designee can be notified.
2. The student will be detained until parents/guardians arrive.
3. A student adjudged to be under the influence of controlled or dangerous substance may be suspended in accordance with the procedures described herein and may be subject to further disciplinary action, up to and including expulsion.

II. Possession of Controlled Substances

If any staff member and/or student observes or has reason to suspect that a student is in possession of a controlled substance on the school property or at school sponsored events:

1. A student shall report to a teacher or an administrator. A teacher shall report the suspicion to a member of the administrative team or designee.
2. Any member of the staff has the authority and responsibility to confront and question any student, and further, has the authority to take from such persons any materials that are suspected to be a controlled substance. If possible, at least two staff members will be present and witness the confrontation and confiscation of possessions.
3. The case should be turned over as soon as possible to one of the administrators or designees who will (with the help of at least one other administrator or staff member) establish if sufficient evidence of possession exists. School officials shall make an effort to provide the parents the opportunity to be present during any police investigation. However, school officials are not to interfere with the police investigations and the inability to contact parents/guardians will not unduly delay the involvement of the proper authorities.
4. Desks and lockers are considered school property. Students shall have no expectation of privacy with respect to the contents of their locker or desk and the administration shall have the right to search the contents therein.
5. Additionally, if there is a reasonable suspicion that the student is in possession of a controlled substance, the administration has the right to search the student's vehicle, and/or other possessions. If possible, at least two staff members will conduct such a search. All evidence of controlled substances will be turned over to the police.
6. Controlled substances found in a student's locker, in his/her vehicle, or in other possessions considered to be his/hers, may be grounds for suspension or expulsion on the basis of possession pursuant to M.G.L. c. 71 sec. 37H.
7. If the evidence exists (including the admission of the student) that a violation did occur, the student will be immediately suspended for a maximum of ten (10) days provided that the student will be afforded notice of the charge and an opportunity to be heard. For suspensions greater than ten (10) days or expulsions by the principal, the procedures set forth in M.G.L. c. 71 sec. 37H, shall be followed.
8. Whenever a student is suspended under these procedures, the administration will notify the parents/guardians as soon as possible.

III. Possession of a Dangerous Substance

If any staff member and/or student observes or has reason to suspect that a student is in possession of a dangerous substance or involved in the distribution of dangerous substances in or on the school property or at school-sponsored events:

1. The suspicion should be immediately reported to a member of the administrative team or designee.

2. Any member of the staff has the authority and responsibility to confront and question any student, and further, has the authority to take from such persons any dangerous substances. If possible, at least two staff members will be present and witness the confrontation and confiscation of possessions.
3. The case should be turned over as soon as possible to one of the administrators or designee who will (with the help of at least one other administrator or staff member) establish if sufficient evidence of possession or distribution exists. School officials shall make an effort to provide parents the opportunity to be present during any police investigation. However, school officials are not to interfere with police investigations and the inability to contact parents/guardians will not unduly delay the involvement of the proper authorities.
4. Desks and lockers are considered school property. Students shall have no expectation of privacy with respect to the contents of their locker or desk and the administration shall have the right to search the contents therein.
5. If there is reasonable suspicion that a student is in possession of a dangerous substance, the administration may search the vehicle, and/or other possessions for evidence of dangerous substances. If possible, at least two staff members will conduct such a search.
6. Dangerous substances found in a student's locker, in his/her vehicle, or other possessions considered to be his/hers, may be grounds for suspension on the basis of possession.
7. If the evidence exists (including the admission of the student) that a violation did occur, the student may be suspended in accordance with procedures described herein.
8. Whenever a student is suspended under these procedures, the administration will notify the parents/guardians as soon as possible.

IV. Use of Breathalyzer

Part I: School Sponsored Events

1. The administration will determine at which school-sponsored events the breathalyzer test procedures will be used. These events will include, but are not limited to, proms, dances, concerts, overnight activities, athletic events, etc.
2. The administration will determine the manner by which the students will be tested: entire group or random selection by lottery. The administrator or designee present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test on entering the event.
3. Students attending these school-sponsored events may be required to take a breathalyzer test administered by a trained member of the staff prior to entering the event.
 - b) Any student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes.
 - c) If this test is also positive the student will be denied entrance to the event, detained by school officials until parents/guardians arrive, and be suspended for ten (10) school days.
 - d) Students who refuse the test will be denied entrance to the event and detained until parents/guardians arrive to remove them.
 - e) If a student who is suspected of using alcohol as described herein refuses the test, that student will be denied entrance, detained and sent home with a parent/guardian and will be suspended for ten (10) school days.
4. A student already in attendance at a school-sponsored event suspected of being under the influence will be tested or retested.
 - a) If this test is positive the student will be detained until parents/guardians arrive and be suspended for ten (10) school days.
 - b) If a student who is suspected of using alcohol as described herein refuses the test, that student will be detained and sent home with a parent/guardian and will be suspended for ten (10) days.
5. Students and parents/guardians will be notified in advance in writing that a breathalyzer will be performed at the event and the manner by which students will be tested. Included in this notification will be a statement of the consequences of a positive test and refusal.

Part II: During the School Day

1. A trained member of the school staff, in the presence of an administrator, may give any student who is suspected of being under the influence of alcohol according to the regulations of this policy a Breathalyzer test.
 - a) A student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes.
 - b) If this test is also positive school officials will detain the student until parents arrive; the student will be sent home, and be suspended for ten (10) school days.
 - c) A student who is determined to be under the influence as described herein and who refuses the test will be detained until parents arrive, be sent home, and be suspended for ten (10) days.

Part III: Training and Maintenance

1. Training in the operation of the Breathalyzer will be performed by a certified distributor of the Breathalyzer, and will be updated annually.
2. A list of trained personnel will be on file in the school offices in the district and the superintendent's office.
3. The Breathalyzer test machine and a log of Breathalyzer tests will be secured and kept along with calibration and certification records of the testing.

V. CANINE INVESTIGATION OF SCHOOL PREMISES

1. In order to fulfill the purpose of this policy the administration may at any time utilize canines in the investigation of controlled substances (drugs) on school premises. Authorized law enforcement personnel under the direction of school administration will conduct this investigation.
2. The definition of "canine investigation" for the purpose of this policy is the use of trained canines by authorized law enforcement personnel under the direction of school administration to sniff the air around inanimate objects such as cars, lockers, desks and book bags while canines are in the hallways, classrooms, lavatories, parking areas and other areas of the school building.
3. Procedure for investigation by canines:
 - a) When using canines to investigate the presence of drugs in Quabbin Regional School District buildings the handlers will direct the canines to sniff inanimate objects such as desks, lockers, and book bags that are not in the possession of students, bathrooms that are not being used by students, classrooms that are not being occupied by students and cars parked on school grounds.

- b) Canines may not be used to sniff students' persons or belongings in the immediate possession of students.
 - c) To investigate areas in use by students, school officials must escort the students from the area before the canines are brought into the room.
4. Procedure for presence of a controlled substance (drugs):
- a) When a canine "alerts" to the presence of drugs in a particular place, school officials and law enforcement officials will determine the appropriate course of action.
 - b) Consideration should be given to using a second canine to corroborate the first canine "alert," and to whether the law enforcement officers or the school officials will conduct a hand search of the area. If possible at least two school officials will conduct such a search.
 - c) Any controlled substances found in a search must be turned over to law enforcement personnel in any circumstances.

CROSS REF.: JIH, Interrogations and Searches

Regulations and Procedures: Revised: June 1978; June 1979; July 1982; February 1991; January 1994; March 1999; June 2004

APPENDIX C

ACCEPTABLE USE POLICY/TECHNOLOGY INTERNET SAFETY POLICY Policy IJNDB

Purpose

The Quabbin Regional School District shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

Availability

The superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Quabbin Regional School District. Violations of law may result in criminal prosecution as well as disciplinary action by the Quabbin Regional School District.

Acceptable Use

The superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Quabbin Regional School District, as well as with law and policy governing copyright.

Monitored Use/Restricted Access

Electronic mail transmissions and other use of electronic resources (i.e. chat rooms, etc.) by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

In compliance with the Children's Internet Protection Act (CIPA), the Quabbin Regional School District has implemented measures to ensure that students and staff have restricted access to any materials generally deemed "inappropriate" (as defined by the Act) through the use of "filtering" hardware and software. The network administrators can override this filtering when the school administration decides that access to an "inappropriate" site is for educational purposes.

Liability

The Quabbin Regional School District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Quabbin Regional School District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

Revised: Quabbin Regional School District Committee – June 2002

Administrative Procedures for Implementation

Policy IJNDB-R

The following regulations apply to all employees and students accessing the Quabbin Regional School District system/network, including access to external networks and use of e-mail:

1. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.

2. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
 3. Forgery or attempted forgery is prohibited.
 4. Attempts to read, delete, copy, or modify the electronic communications of other users or to interfere with the ability of other users to send/receive electronic communications is prohibited.
 5. Use of inappropriate language, swearing, vulgarity, ethnic or racial slurs, other inflammatory language, and bullying via electronic means is prohibited.
 6. Pretending to be someone else when sending/receiving electronic communications is prohibited.
 7. Transmitting or viewing obscene material is prohibited.
 8. Revealing personal information (addresses, phone numbers, etc.) via electronic means is prohibited.
 9. Activity that is defined as "hacking" is prohibited, whether local to the district or involving systems outside the district while using systems owned by the school district. A "hacker" is defined as: "someone who uses a specialized knowledge of computer systems to obtain illegal access to them. Probably, too, once they have obtained access to a system, a hacker would be expected to steal and/or corrupt data." (Langford 1995)
 10. Commercial use of the system/network is prohibited. In addition, the system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
 11. Copyrighted software or data shall not be placed on the district system/network or redistributed without permission from the holder of the copyright or designee and the system administrator or media specialist. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administrative procedures.
 12. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.
 13. The district will make training available to users in the proper use of the system/network and all electronic resources.
 14. The district will provide each user with access to the Acceptable Use Policy and Procedures.
 15. Access will be granted to employees with a signed access. Account names will be recorded on access agreements and kept on file at the district level.
 16. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s). Account names will be recorded on access agreements and kept on file at the building level.
 17. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name. System users shall not use another user's account. The individual logged onto a system shall be deemed responsible for any activity that occurs emanating from that system.
 18. Passwords:
 - a. May be changed periodically;
 - b. Shall be expired at the end of each school year;
 - c. Are confidential;
 - d. Shall be protected by the user and not shared or displayed.
 19. Students completing required course work should have first priority for after-hours use of equipment.
 20. Building administrators or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
 21. Building administrators or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
 22. Building administrators or their designee shall be responsible for establishing appropriate retention and backup schedules in accordance with district policies. System users should purge electronic information according to district retention guidelines or save them to a district designated storage pool.
 23. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
 24. Staff should refrain from using email or other transmissions, such as blogs, wikis, etc., to communicate with students unless it is part of approved curriculum or sanctioned faculty feedback mechanism (i.e. homework clubs, subject related websites).
 25. Email or other transmissions containing personal content between students and staff is inappropriate and should not be utilized.
 26. Staff members should refrain from using Instant Messenger (IM) to communicate with students for any reason.
 27. Staff members who create classroom or school-related websites must comply with the district policy (IJMM: Creating and Placing Web Pages).
- A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

Approved by the Quabbin Regional School District Committee June 2002; revised: June 2007

APPENDIX D

MANAGING THE CARE OF STUDENTS WITH ATHLETIC CONCUSSIONS POLICY JJI

The Quabbin Regional School District School Committee wishes to protect its students from the adverse effects of head injury and concussions, therefore, the Committee recommends that the School District comply with the requirements of the Commonwealth of Massachusetts Executive Office of Health and Human Services that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law (Massachusetts General Law, Chapter 111, Section 222) and related regulations (105 CMR 201.000) set forth by the state. The requirements shall apply to Quabbin Middle /High School, serving grades six through 12. The requirements of 105 CMR 201.000 shall apply to students who participate in any extracurricular athletic activity.

Definition: A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea, and disorientation are commonly reported. Loss of consciousness, however, occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also, following the injury, the athlete may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression.

Concussion Protocol: Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be removed from play immediately and shall not return to play until cleared by an appropriate health-care professional. The athlete must adhere to the following Return to Play Protocol:

1. The student-athlete shall not return to the practice or competition during which the student suffered, or suspected to have suffered, a concussion.
2. The student-athlete shall not resume extracurricular athletic activity until they have been cleared by the school's health care professional (this person must be a Medical Doctor, Certified Athletic Trainer or other appropriately trained or licensed health care professional), or the family's health care professional.
3. This clearance must be in writing.
4. The clearance may not be on the same date on which the student was removed from play.
5. Away Contest Protocol: If in the event that the Away team does not have an appropriately trained health care professional on staff any student who has sustained a possible concussion is "done for the day" and will not be cleared to re-enter play until seen by a health care professional.
6. Once the student-athlete has been cleared by the appropriate health care professional they will follow the schools 3 Day Return-To-Play protocol. Please note that if during any of these days signs and symptoms re-appear they will be deemed ineligible and require new clearance for return to play.

Day 1: The first day back to play will involve exertional activities and drills only.

Day 2: The second day back will involve light contact drills.

Day 3: The third day back will involve contact.

Ref M.G.L. c. 111, § 222;105 CMR 201.000

APPENDIX E

SENSITIVITY TO FRAGRANCES AND CHEMICAL ODORS POLICY EFAB

It is the policy of the Quabbin Regional School District to maintain a consistent set of procedures for the treatment of persons who have a high level of sensitivity to fragrances and to various chemicals. There are many people who experience unpleasant physical effects from scented products, such as perfume and colognes. Sometimes, it might be a headache or nausea when passing by a department store's fragrance counter or riding in an elevator with someone wearing a certain fragrance. However, there is a growing number of people who suffer more severe reactions to these and many other types of products and chemicals. This condition is known as multiple chemical sensitivities (MCS) and involves people who have developed an acute sensitivity to various chemicals in the environment. People with MCS experience a range of debilitating physical reactions, some even life-threatening, to chemicals used in a variety of products, including fragrances and personal care products, deodorizers and cleaners, pesticides, wall and floor coverings, and building materials.

Our commitment to provide a safe and healthy environment for students and staff requires cooperative and collaborative effort including the home, physician, school nurse, and staff. To this end, the Quabbin Regional School District maintains protocols to meet the specific needs of our students and staff who experience MCS. The intent is to minimize to the extent possible the barriers and difficulties experienced by both students and staff subject to fragrance/chemical sensitivities and those with asthma and other breathing impairments.

At the beginning of each school year, all parents/guardians of students in our schools and members of our staff will be notified of the specific protocols pertaining to fragrance and chemical sensitivities, in writing, and asked to provide medical documentation detailing the diagnosis, specifically identifying the substance and the prescribed treatment.

In accordance with the prescribed protocols, an individual health care plan (IHCP) will be developed for each student and staff member with such diagnosed sensitivity. The IHCP will be reviewed periodically by designated responders and all staff who interact with identified student(s) and staff.

The school nurse will provide in-service training regarding identified sensitivities, and steps to prevent life-threatening reactions. Employees will work with administrators to implement certain accommodations that will minimize contact with the identified fragrance or chemical.

Policy EFAB - Sensitivity to Fragrances and Chemical Odors Guidelines for developing protocols

1. At the beginning of every school year, a student or staff member with sensitivity to fragrances and chemical odors will inform, in writing, the principal of the school or their immediate supervisor.
2. The following questions will be used as guidelines in developing protocols:
 - a. What limitations is the person with fragrance/chemical sensitivity experiencing?
 - b. How do these limitations affect the student in school or the employee at work?
 - c. What specific activities and/or job tasks are problematic as a result of these limitations?
 - d. What accommodations are in place, how will they be evaluated periodically to assure that the student/employee is reasonably safe and healthy?
 - e. Do teachers and supervisory personnel need training regarding fragrance and/or chemical sensitivity? Protocols that might be chosen:
 - f. Maintain good air quality in the learning/work environment
 - g. Discontinue use of fragranced products or offending chemicals
 - h. Modify location of learning station or work station

- i. Modify the schedule
- j. Provide an air purification system
- k. Modify communication methods- post notices, posters, information bulletins
Notify in writing all those whose use of fragrances or chemicals could adversely affect the individual with sensitivities and request compliance with no use of offending substance

DISCLAIMER

The laws, school committee policies and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Quabbin Regional Middle School. In addition to these written provisions, there may be times where, to further ensure 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 is passed, it supersedes current rules.