

# QUABBIN REGIONAL MIDDLE HIGH SCHOOL



## Student Handbook A Guide for Behavior and Academic Success 2022- 2023

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A member of the Quabbin Regional School District

If you need to receive a copy of this handbook translated in your spoken language, please contact the Principal's office.

Si usted desea recibir una copia de este manual en español, favor de comunicarse con la oficina del principal.

Se você precisa de receber uma cópia deste manual em sua lingual falada, o português, contatam por favor o escritório do principal.

如果您需要接受这本手册的拷贝在您的讲话的语言的，汉语，请与  
校  
长的办公室联系。

Nếu bạn cần phải nhận được một bản sao của cuốn cẩm nang này  
trong ngôn ngữ nói của bạn, Việt Nam, dịch,  
xin vui lòng liên hệ với văn phòng của hiệu trưởng.

यदि आप इस अपने बोली जाने वाली भाषा, हिंदी, में अनुवाद कृपया प्राचार्य के  
कार्यालय से संपर्क पुस्तिका की एक प्रति प्राप्त करने की आवश्यकता है.

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**DISCLAIMER**

Quabbin Regional School District does not discriminate against students, staff, the general public or individuals with whom it does business on the basis of race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity, or homelessness.

# ACCREDITATION STATEMENT

Quabbin Regional High School is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization, whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by this association indicates that it meets or exceeds criteria for the assessment of instructional quality periodically applied through a peer group review process. An accredited school or college is one which has the necessary resources available to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

New England Association of Schools and Colleges  
209 Burlington Road  
Bedford, Massachusetts MA 01730-1433

## NOTICE

The school community of every city, town, or district shall publish its rules or regulations pertaining to the conduct of teachers or students, which have been adopted. Copies of the rules or regulations shall be provided to any person upon request and without cost by the principal or headmaster of every school within each town, or district.

Please be advised that any supplementary student handbook material passed out together with this booklet or issued subsequent thereto shall be treated as part of the student handbook and, where appropriate, shall replace materials already included within this book.

It shall be the responsibility of individual students to be thoroughly familiar with such supplementary material, if such is circulated, and to retain it for reference throughout the year.

# QUABBIN REGIONAL SCHOOL DISTRICT

## QRSD Strategic Plan

Adopted by the School Committee, December 2018

### Mission

The mission of the Quabbin Regional School District is to provide a collaborative and inclusive learning community dedicated to ensuring that all students discover and develop their individual talents, achieve academic and personal fulfillment, and become responsible citizens and members of our global society.

### Vision

The Quabbin Regional School District is dedicated to providing a student-centric learning environment that demands intellectual curiosity, nurtures well-being, and identifies, supports, and embraces the uniqueness of all learners.

We must continue to promote risk-taking within an academically safe learning environment. We recognize collaborative effort results in a strong sense of community in which each student is prepared for a lifetime of individual growth and imparted with a desire to contribute to society.

### Core Values

- We make all decisions in the best interest of students.
- We promote a culture of high expectations where everyone can learn and grow.
- We believe that learning and growth can only occur in safe, supportive, nurturing environments.
- We create a culture that values human differences, fosters a sense of belonging, and promotes cultural proficiency.
- We develop responsible citizens who actively contribute to the community.

### Theory of Action

**If we...** Foster community pride, traditions, and partnerships,  
Foster continuous learning and growth for all students and staff,  
Support the well-being of all students and staff, and  
Ensure all resources are allocated efficiently and equitably,

**Then we...** Will prepare students for a lifetime of individual growth and community contribution.

### Strategic Objectives

### Strategic Initiatives

<b>1 Quabbin Pride</b>  Foster an inclusive Quabbin Regional School District identity to support our strong commitment to, and pride in, Quabbin ideals.	<b>1.1</b> Strengthen school and community awareness of QRSD excellence by showcasing achievements, activities, awards, events, and facilities.
	<b>1.2</b> Create, enhance, and sustain our QRSD traditions to help students and community members be involved and connected to their schools.
	<b>1.3</b> Create, enhance, and sustain community partnerships with businesses, municipal leaders, community members and families to the greater good of the district and to benefit all learners.

<p><b>2 Academic Growth</b></p> <p>Foster continuous learning and growth for all students and staff in order to improve student academic achievement.</p>	<p><b>2.1</b> Provide all students with access to challenging curriculum that is aligned across grade levels.</p>
	<p><b>2.2</b> Ensure that all students have full access to relevant and diverse programs and engaging, innovative learning opportunities and experiences.</p>
	<p><b>2.3</b> Through professional development, continue to build the professional capacity of all staff to ensure that instructional practices and strategies that lead to engagement and high expectations are consistently used by all.</p>
	<p><b>2.4</b> Use data to inform instruction, program development, systematic changes and professional development.</p>
	<p><b>2.5</b> Develop and implement a tiered system that supports and challenges the academic growth of all learners.</p>

<p><b>3 Social &amp; Emotional Growth</b></p> <p>Foster the well-being of all students and staff in order to develop the emotional resiliency, personal motivation, and intellectual curiosity that supports academic achievement.</p>	<p><b>3.1</b> Provide safe and secure school buildings for all members of the QRSD community.</p>
	<p><b>3.2</b> Provide safe and supportive learning environments for students and staff by ensuring that instructional practices and strategies that support the social and emotional development of all learners are consistently used by all.</p>
	<p><b>3.3</b> Develop and implement a tiered system that supports the social and emotional growth of all learners.</p>
	<p><b>3.4</b> Use data to inform instruction, program development, systematic changes and professional development.</p>

<p><b>4 Commitment to the Community</b></p> <p>Ensure all resources are allocated efficiently and equitably, with students' best interests at the forefront.</p>	<p><b>4.1</b> Explore opportunities to share operational costs, space, and qualified personnel with municipalities and/or other educational agencies to generate revenue for the district and provide diverse opportunities for students.</p>
	<p><b>4.2</b> Explore and expand existing and additional revenue sources to support student learning.</p>
	<p><b>4.3</b> Hire, retain, and develop the capacity of outstanding faculty and staff.</p>



	4.4 Increase the efficient and effective use of existing resources and structures, such as time, personnel, and building utilization.
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# Outcomes

## 1. Quabbin Pride

- a. The district will strengthen communication about QRSD achievements, activities, awards, events, facilities, and traditions by increasing use of social media, one-calls, email, newsletters, and local newspaper exposure. Baseline data will be gathered for each instrument by March 2019 and improvement targets set by June 2019.

## 2. Academic Growth

- a. 100% of all PreK-12 curricula will be aligned with Massachusetts standards by June 2022, as measured by Rubicon Atlas curriculum evaluative software.
- b. Student growth percentile (SGP) in English language arts and mathematics will be 60 or higher by June 2022, as measured by state assessments.
- c. 90% of teachers and staff will report that professional development is effective in meeting their learning needs by June 2022, as measured by district professional development surveys and observation data.

## 3. Social and Emotional Growth

- a. Students and staff will report an increased sense of safety in school by June 2022, as measured by a district designed survey. Baseline data will be gathered by March 2019 and improvement targets set by June 2019.
- b. Students will report an increased sense of social and emotional safety by June 2022, as measured by district defined surveys. Baseline data will be gathered by March 2019 and improvement targets set by June 2019.
- c. An increased percentage of teachers will report feeling safe and supported as members of the learning community, as assessed by a district defined survey. Baseline data will be gathered by March 2019 and improvement targets set by June 2019.

## 4. Commitment to Community

- a. The district will communicate the activities and explorations taken to increase the effective use of existing resources and/or increased revenue sources to the Quabbin community on a semiannual basis.
- b. The staff retention rate in the Quabbin Regional School District for FY20 and FY21, excluding reductions in force and administrative terminations, will equal or exceed the FY18 to FY19 staff retention rate.

# QRMHS Mission/Core Beliefs and Values/Learning Expectations

## MISSION

Quabbin Regional High School is a collaborative learning community, where all students have opportunities to achieve personal excellence in a safe and accepting environment. Our mission is to prepare students to become self-reliant, life-long learners who are responsible and resourceful citizens in a global society.

## GOALS

### We believe:

- in giving all students access to a rigorous standards-based program of studies designed for a future in which they will work and learn.
- in using specific and appropriate data to inform both school and instructional decision making.
- in using multiple measures to determine and evaluate the performance of individuals and the school.
- in giving all students access to technology-enhanced learning environments where students and teachers acquire information, interact globally, and creatively problem solve.
- in engaging students and teachers in critical thinking, open inquiry, cooperative learning, and reflective practices both within and outside the classroom.
- in innovation to serve students and the community in a dynamically-changing environment.
- in ongoing, effective, research-based professional development to enhance student achievement.

- in empowering students to take ownership of their personal development and education, to set challenging goals, and to become risk takers.

## VALUES

### We believe:

- civic, social, and environmental responsibility.
- collaborative approaches to teaching, learning, and decision making among and within school, home, and community.
- a strong sense of security and the existence of a safe, positive, and caring environment.
- dignity, honor, and respect for all.

## LEARNING EXPECTATIONS

### Students will:

- Actively learn and collaborate
- Exercise responsible citizenship
- Communicate effectively
- Effectively use technology
- Think critically
- Think creatively

## NOTICE OF NONDISCRIMINATION

The Quabbin Regional School District prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, disability, age, and/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.

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 and youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial, and/or 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.

## DISCRIMINATION AND HARASSMENT PROHIBITED

The Quabbin Regional School District is committed to maintaining a school environment free of harassment and discrimination based on race, color, religion, national origin, sex, 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/or 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 strictly 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 as to create a hostile environment for the targeted individual at school. Harassment may include, but is not limited to, insults, name-calling, off-color jokes, threats, comments, innuendoes, notes, display of

pictures or symbols, physical acts or gestures, or other conduct directed at an individual based upon that individual's membership in a legally protected class.

Under Title IX of the Education Amendments of 1972, and the regulations issued pursuant thereto, "Sexual Harassment" means: (1) unwelcome, sexually offensive or gender-based conduct which is sufficiently severe and persistent and pervasive as to deny the target of that conduct an equal educational opportunity, or: (2) any instance of *quid pro quo* harassment by an employee, or: (3) any act which would constitute a violation of the Clery Act and/or the Violence against Women Act. . Under M.G.L. c. 76, § 5 M.G.L. c. 151C, § 1, the term "sexual harassment" includes, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) 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 employment; or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education or employment 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, short or long-term out of school suspension, termination (employees) and/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/Grievance Procedures. Any complaint regarding harassment or discrimination of a student may be filed with the building Principal or the District's Title IX Coordinator, or Section 504/ADA Coordinator (as applicable). Complaints of harassment or discrimination by a Principal or District-level administrator, may be filed directly with the Superintendent's office.

Quabbin Regional School District Title IX Coordinator and Section 504/ADA Coordinator::

Kristin M. Campione, Ed. D.  
Director of Student Services  
District-wide Title IX Coordinator  
Quabbin Regional School District  
872 South Street, Barre, MA 01005  
(978) 355-2055 [kcampione@qrsd.org](mailto:kcampione@qrsd.org)

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

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

Problem Resolution System Office  
Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street  
Malden, MA 02148-4906  
Telephone: (781) 338-3700

## BULLYING PREVENTION AND INTERVENTION

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 & Intervention Plan, includes the requirements of the law and information about policies that the school district will follow to prevent bullying and retaliation or to respond to bullying and/or retaliation when it occurs. The School Committee Bullying Policy is attached as Appendix A of this Handbook

### Definitions

**Aggressor/perpetrator** - is a student or a member of the District staff, who engages in bullying, cyber-bullying, or retaliation.

**Bullying** - is the repeated use by one or more students or more students or members of the District staff of a written, verbal, or electronic expressions or a physical acts or gestures 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 or pervasive as to alter the conditions of the target's education.

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

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

### **Prohibition Against Bullying and Retaliation**

#### **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), 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, 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, or witnesses or has reliable information about a bullying incident or knows of a threat of bullying.

#### **Reporting Bullying:**

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the Principal, an Assistant Principal, or another staff member. Reports may also be filed anonymously through the District's online reporting system or the Principal's office. Anonymous reports of bullying will be investigated, although no disciplinary action can be taken against an alleged aggressor solely on the basis of an anonymous report.

Office of the Superintendent  
Quabbin Regional School District  
Educational Support Center  
872 South Street  
Barre MA 01005  
978 355 4668  
[qrsd@qrsd.org](mailto:qrsd@qrsd.org)

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Steven Nicora, Dean for Student Success  
[snicora@qrsd.org](mailto:snicora@qrsd.org)

**Reporting by School Staff:** School staff members must report immediately to the Principal or Assistant Principal 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.

**Reporting by Students, Parents or Guardians, and/or Others:** The District expects students, parents/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 an Assistant Principal (as the Principal's designees) or to the Superintendent when the Principal or the Assistant Principal is the alleged aggressor or to the school committee or designee when the Superintendent is the alleged aggressor. 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, staff and others 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 (or Superintendent or designee when the Principal or the Assistant Principal is the alleged aggressor, or to the school committee or designee when the Superintendent is the alleged aggressor.)

When the Principal or his/her designee receives a report of bullying, the Principal or Principal's designee will promptly conduct an investigation. If the Principal or designee determines that bullying or retaliation has occurred, the Principal or designee shall

- (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation;
- (ii) notify the parents or guardians of the aggressor;
- (iii) take appropriate disciplinary action; and
- (iii) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

### **Investigation of Bullying Complaints:**

The investigating administrator 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 investigating administrator will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary and shall maintain a written record of the investigation. All employees are expected to cooperate fully in the district's efforts to investigate. In conducting such an investigation, the investigating administrator will remind the alleged aggressor, target, and all witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action. The investigation shall be completed within fourteen (14) school days from the date of the report.

Upon completion of the investigation, the investigating administrator 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 prevent further bullying or retaliation by the aggressor 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. 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 notices to parents/guardians and/or students shall comply with applicable state and federal privacy laws and regulations. In accordance with 603 CMR 49.00, the Principal or designee is precluded from providing specific information to the target's parent or guardian about the disciplinary action taken against an aggressor unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The District shall provide training on identifying, preventing, intervening and responding to bullying for all staff and students as indicated in the District's Bullying Prevention and Intervention Plan and in compliance with M.G.L. c. 71, § 370.

## **ATTENDANCE LAWS AND PROCEDURES**

Student attendance at school is of the utmost importance in achieving academic success. Frequent absences of pupils from school disrupt the continuity of the instructional process and negatively impact education. The benefits of regular classroom instruction are lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic program. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual child. Regular contact of pupils with one another in the classroom and participation in well-planned instructional activities under the instruction of a competent teacher are vital to this purpose.

The Commonwealth of Massachusetts and the Quabbin Regional School District must closely monitor school attendance and enforce all attendance laws and policies, in accordance with M.G.L. c. 76. The Commonwealth and the District must also track and report chronic absenteeism, in accordance with the Every Student Succeeds Act (ESSA).

Under 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.

School attendance prior to age 16 is compulsory. In accordance with M.G.L. c. 76, the following procedures apply:

- No student 16 through 18 years old will be permitted to withdraw without approval from his/her parent or guardian.
- When students turn 18 years old, they reach the “age of majority,” at which time they may earn the privilege of writing their own excuse notes. Students who abuse this privilege may have it revoked following a parent conference with the assistant principal. Students who receive this permission are responsible for the notes written. Students who have reached the age of majority still will not be dismissed without an appropriate reason.
- Any student 16 years or older who seeks to withdraw from school prior to graduation must obtain a withdrawal form from the school administration. No student shall be considered to have permanently left the school district unless an administrator from the school or school district has sent notice within a period of five (5) days from the student’s tenth (10) consecutive unexcused absence to the student and to the parent or guardian of such student, in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives within ten (10) days after the sending of the notice, prior to the student permanently leaving school, The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen (14) days. Such meetings shall be for the purpose of discussing the reasons for the student permanently leaving school, the consequences of dropping out, the benefits of earning a high school diploma, and alternative educational, alternative resources, and/ or other placements.

There will be an Attendance Review Team (ART), composed of faculty, guidance staff, nursing staff, and administration, which will meet on a regular basis to review all attendance issues. The ART team will work to determine the reasons for excessive absences and invite parents to a meeting with the ART team for further discussion if the situation warrants. Any student who exceeds ten (10) cumulative absences, whether excused or unexcused, shall be referred to the ART team for review. During this review, if the ART team determines that the absences are excessive and unexcused, further action could be taken. Possible action that could result from excessive unexcused absenteeism could include, but not be limited to, the following:

- Convening of a meeting with the student and parent/guardians to address attendance issues.
- Development of an Attendance Action Plan
- Referral to IEP or Section 504 Team if an eligible student with a disability
- Referral for disciplinary action including, but not limited, to suspension in or out of school Notification of law enforcement authorities/ Referral to Juvenile Court

Attendance information is generally available via the school’s online student information portal. In addition, attendance information is regularly reported three (3) times per year on report cards. In some cases, additional attendance letters will be generated and sent home during the course of the school year. In compliance with M.G.L. c. 76, § 1B, the Quabbin Regional School District has a policy of notifying the parent/guardian of a student who has accumulated five (5) days in which the student has missed two (2) or more periods unexcused (“unsanctioned”) in a school year or who has missed five (5) or more school days unexcused (“unsanctioned”) in a school year. When providing said notice, the Principal shall invite the parents/guardians to a meeting to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal or headmaster, 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.

Essentially, there are two types of attendance: attendance at school, which is the major responsibility of students and parents, and attendance at scheduled classes, which is both an administrative and student responsibility since students sometimes miss class due to other conflicting educational reasons which are approved by the school (e.g. field trips, athletics, music, assemblies, guidance and health matters.)

The following circumstances may be considered “sanctioned” reasons for not being present in school for all or part of a scheduled school day. These apply when a student is tardy, dismissed, or absent.

- Serious illness with a note from a doctor or parent/guardian
- Observation of a religious holiday with a written note from a parent/guardian
- Death in one’s family with a written note from a parent/guardian
- Chronic illness with written verification from a doctor and written notes from a parent/guardian
- Court appearance with documentation from the court
- Pre-approved college visits, coordinated with the Guidance Office
- Out-of-school suspensions

The following procedures/rules are applicable to school attendance (absences, tardiness to school, early dismissals, truancy) and unauthorized class absence (“cutting”). They are not intended to apply to any instances of “sanctioned” student absences from class.

**A. Tardy to School (Per Trimester)**

It is vital that the school knows who is in the building at any given time. Attendance must be accurately taken during the first period. Therefore, any student who comes to school after the bell at 7:25 a.m. must report to the front office immediately upon their arrival to receive an attendance slip.

The following consequences will be imposed on students who report to school and are given an unexcused tardy (see excused absences under absentee policy):

- Students will receive warnings for the first three (3) unexcused tardies in each trimester.
- On the 4<sup>th</sup> unexcused tardy, students will be socially suspended for a period of two (2) weeks. *Note: Students on social suspension will lose driving/parking privileges*
- On 5<sup>th</sup> and subsequent unexcused tardy, students will earn one (1) additional week of social suspension. Parents will be contacted for purposes of a meeting to address the student's school attendance.

**B. Tardy to Class**

Students who report late to class of their own accord will receive consequences for a Level One offense. Students who are repeatedly tardy to class shall be subject to Level 2 or Level 3 consequences.

**C. Class Cut**

Attempting to skip a class (called a class cut) is a serious matter. It is imperative that we account for all of our students at all times. Therefore, students must report directly to their assigned classes. Students who attempt to skip classes will be subject to Level One consequences. Students who repeatedly skip classes will be subject to Level 2 or Level 3 consequences.

**D. Truancy**

A student will be considered truant when he/she is absent or leaves the school without the permission of a parent/guardian/guardian **and** the office. Truant students may be suspended from school for up to 5 days. Repeat offenders may be referred to the juvenile court system.

**E. Attendance Rules**

1. **Class cutting** will result in disciplinary consequences.
2. **Notes to excuse a tardy** to school must be received within three (3) school days of the tardy arrival. Extensions to this rule may be made by the Assistant Principals in situations that they feel merit the extension. Tardiness will be excused only for the reasons stated in the attendance policy above. **No general notes or phone calls excusing a student for being late will be accepted.**
4. Please call the main office if your child is **absent from school**. Every effort will be made by school personnel to call the home and receive an explanation of the absence from a parent or guardian within three (3) days of the absence.
5. Students **may not attend** extracurricular activities when they have been absent from school without prior approval from administration.
6. On the 4<sup>th</sup> unexcused absence, students will be socially suspended for a period of two weeks. *Note: Students on social suspension will lose driving parking privileges* On 5<sup>th</sup> and subsequent unexcused absence, students will earn one additional week of social suspension.
7. Failure to **report to class immediately** upon receiving an admittance slip will be treated as a class cut regardless of the amount of time left in the period.
8. **Early Dismissal:** At times, students may wish to leave school during the school day. A request for dismissal must be made in writing or by phone by the parent and must explain the reason for such a request. The student will be called from class when his/her parent arrives in the Main Office. Students may not leave with anyone except parents or guardians unless permission to do so has been granted by both the administration and the student's parents or guardians.

It is vital that the school knows who is in the building at any given time and that every student is present in order to participate in the educational process.

The following consequences will be imposed on students who are dismissed early from school and are given an unexcused dismissal (see excused absences under absentee policy):

- Students will receive warnings for the first three (3) unexcused early dismissals in each trimester.
  - On the 4<sup>th</sup> unexcused early dismissal, students will be socially suspended for a period of two (2) school weeks. *Note: Students on social suspension will lose driving/parking privileges*
  - On 5<sup>th</sup> and subsequent unexcused early dismissal, students will earn one (1) additional week of social suspension.
10. **Make-up Work:** Absences and missed work are disruptive to the educational process. Therefore, it is imperative that missed work due to absence(s) be completed according to the following timeline:
    - a. For an absence of 1 day, work is due on the 2nd day of attendance.
    - b. For an absence of 2 days, work is due on the 4th day of attendance.
    - c. Students are responsible for scheduling makeup time for any missed assessments, projects, labs, etc. within the above time frame.
    - d. Students are advised that work not completed within the applicable timeline may not be accepted for credit.
    - e. In the event of extenuating circumstances, students and/or parents may contact the teacher to request an extension. Requests must be made in a timely manner and will be granted on a case by case basis.
  11. Students entering **class late** as a consequence of school related activities and/or business shall not be considered as absent regardless of time of class entry.
  13. **Class Attendance:** All students are scheduled for a class period every period of each day. There is no unassigned or "free time." Each student must attend his/her class or become subject to disciplinary action.
  14. **Student Activity Eligibility:** Students must be in attendance for four (4) of the five (5) periods (excluding flex block) held each day in order to be eligible for participation in any student activity (co-curricular or athletic) that afternoon, evening, or weekend. Exceptions to this rule may be granted only by the Athletic Director or Principal.
  15. If a student has three (3) or more consecutive sanctioned absences, the student may request that teachers compile the class work and homework they missed. Students must contact their teacher directly via email or phone, 24 hours in advance, to make a homework request. Generally, further requests due to extended absences will be granted only upon the school's receipt of completed work. Exceptions may be made based on individual circumstances.

**A student will have three (3) school days from the date of the absence to provide all required documentation and information pertaining to an absence (doctor's certificate, etc.) to the principal's office for sanctioned absences. Parents will be contacted if**

**the school has not received notification of the absence from the parent or guardian within three (3) days of the absence. NO DAYS WILL BE SANCTIONED BEYOND THE DEADLINE PERIOD UNLESS EXTENUATING CIRCUMSTANCES WARRANT SUCH AN EXTENSION.** In addition, the doctor's certificate must be dated, indicate the date(s) of the absence(s), describe the specific reason for the absence(s) and be signed by the physician or licensed health professional.

## **PROCEDURES FOR AFTER SCHOOL**

- A. Students may remain after school only after having made prior arrangements with a staff member. Teachers may give disciplinary or academic detention for students found in the school building after the school day in violation of this requirement.
  - 1) If a student wishes to work in either the library or computer room after school, he/she must obtain a pass from the library and/or computer room personnel some time earlier during the school day.
  - 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 subject to Level One consequences for being in an unauthorized area. Students found repeatedly wandering hallways without proper authorization will be subject to disciplinary consequences.
- B. Students who stay after school will be expected to arrange for transportation home.
- C. Students remaining after school in the building and on grounds, must be supervised by a teacher, coach, or advisor at all times. Unsupervised students may receive consequences up to, and including, suspension.
- D. After school privileges may be limited or suspended due to academic or disciplinary reasons.

## **STUDENT CONDUCT/BEHAVIOR**

### **FOOD/BEVERAGE CONTAINERS**

Procedures regarding food and beverage in the classroom are 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. All food and beverage containers are subject to search and seizure by administration based on reasonable suspicion.

### **BUS REGULATIONS**

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 student comes under the jurisdiction of the school administration during this entire period. Each student should be reminded that it is a privilege to ride the bus, and, if a student is not well behaved, courteous, or if, by his actions, endangers the health and safety of others, this privilege may and will be suspended with parental notification.

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

#### **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. Students should cooperate in keeping the bus clean.
- 11. The emergency door is for emergency use only.
- 12. The following disturbances are additional examples of prohibited conduct:
  - Pushing or wrestling
  - Racing for seats
  - Deliberately 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 or causing damage to the bus
- Eating or drinking on the bus
- Harassment of other students
- Bullying of other students

**Students are reminded that all school rules remain in effect on school buses.**

Any misconduct on a bus will be reported by the driver to the building level administrator or Transportation Coordinator, 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.

The penalties for bus misconduct may include, but not limited to any of the following:

- Written Warning
- Loss of bus privilege for one day (Attendance remains mandatory)
- Loss of bus privilege for ten school days. Parent conference with school administrator required before reinstatement. (Attendance remains mandatory)
- For severe or repeated bus misconduct, bus privileges may be revoked and a student may be subject to long-term suspension from school.

**BUS SAFETY**

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.

A number of our buses/vans are filled to capacity and therefore parent requests for their children to ride a bus other than their regularly assigned bus are discouraged and are very often impossible to grant. 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 pick 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. Again, not all requests can be granted as some buses are already filled to capacity.

**CAFETERIA REGULATIONS**

All students are to report to the cafeteria during scheduled lunch periods. Students are responsible for returning trays and silverware and cleaning up table areas after eating. All waste paper and food "leftovers" are to be placed in proper receptacles. Students are not to engage in horseplay, run, nor disrupt others who are eating. Improper conduct in the cafeteria is a level 1 offense and may cause students to lose cafeteria privileges. **Any student causing a disruption in the cafeteria by throwing food may be suspended in or out of school, and parents will be required to meet with an Administrator to discuss the infraction(s).**

**Students may not leave the cafeteria during lunch without gaining permission from supervising staff. Leaving the cafeteria without permission is considered a level 1 offense.**

**CONTROLLED AND DANGEROUS SUBSTANCES**

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 medications) and other dangerous substances (e.g. over-the-counter medications and alcohol). Please see the District's Policy and Procedures on the possession, use and distribution of controlled and dangerous substances, printed in Appendix B of this Handbook.

**CORRIDOR REGULATIONS**

In passing through the corridors, students are reminded that they are to keep moving and to keep traffic to the right at all times. This allows for an orderly and smooth flow of traffic. **No loitering**. Students have three (3) minutes between classes. Students should walk briskly from one class to another, **but at no time should students be running in the corridors**. Loud noise, pushing and shoving, or in any way interfering with the smooth flow of traffic will not be tolerated.

**DRESS - GROOMING**

Appropriate dress and personal grooming are expected of all students and are to be encouraged. However, the rights of students to Freedom of Expression shall not be abridged unless it can be established that student dress constitutes has resulted or is forecast to result in substantial disruption of the school environment or violates reasonable standards of health, safety and cleanliness. Personal appearance is an individual matter. Students will be counseled on an individual basis if their attire is improper. Parents will be contacted if there is a question regarding a student's attire. Clothing must always conform to safety standards of the particular class. Clothing must, at all times, fully cover undergarments/underwear. See-through or torn clothing exposing undergarments is prohibited.

Below are some examples of clothing/accessories that will not be permitted:

- Individual attire, including jewelry accessories, which pose a physical threat to the student or others;

- Articles of clothing that depict, through words or pictures, tobacco products, alcohol, drugs (i.e. marijuana leaves), drug paraphernalia, firearms;
- Articles of clothing that include or depict language (including inferred messaging), or gestures considered lewd, obscene, or derogatory toward others that are reasonably forecast to result in disruption of the educational environment at the school.

**Note: The school administration shall exercise the authority to determine what is considered improper and/or dangerous attire.**

**\*The Physical Education Department advises students that they will not be excused from PE classes because of piercings. All piercings must be removed during PE classes. Classes in which students do not participate will have to be made up.**

### **HATS AND SUNGLASSES**

The maintenance of a safe environment in our school requires the identification of students by teachers, administrators, and other building/district personnel. Wearing headgear in the form of hats, bandanas, hoods, sunglasses or other material that covers the head and/or face interferes with the identification of students is prohibited, unless the student has a religious or medical reason to do so and has received prior written approval from a school administrator.

### **ELECTRONIC DEVICES**

Students in grades 6-8: Unless the teacher gives specific instructions to use electronics in service to the student's education, students are not allowed to use electronic devices in school except during lunch time. Students are expected to keep all electronics off and away during the school day except during their lunch period.

Students in grades 9-12: Unless a teacher gives specific instruction to use electronics in service to the student's education, students are not allowed to use headphones/earbuds at any time during the day other than during their lunch period. Students will be allowed to check cell phones during passing time and during their lunch period.

Initial violations of the electronics policy are a Level 1 offense. Intervention may include the confiscation of the device by staff/administration. Subsequent violations of the electronic devices policy may result in further disciplinary sanctions up to, and including, suspension from school.

The use of cell phones and earbuds are allowed on buses. However, the technology policy remains in effect; students are not to view or show inappropriate material, or engage in any bullying behavior.

Under no circumstances are students allowed to photograph, record, stream, or otherwise capture images or sounds during school hours.. Students who violate this prohibition will have their electronic devices confiscated and a parent must come in to meet with an administrator before the device is returned to the student and may be subject to disciplinary action up to, and including, suspension from school. **Students are reminded that the surreptitious audio recording of another individual without the individual's knowledge and consent is a felony under Massachusetts law. M.G.L. c. 272, § 99.**

*Note: The administration does not recommend that students bring any non-educational electronic devices to school and bears no responsibility if they are damaged, lost or stolen.*

### **FIELD TRIPS – STUDENT BEHAVIOR**

Students are expected to behave appropriately when on field trips and are reminded that all school rules and district policies remain in effect during field trip experiences and other school-sponsored events and activities.

### **HATE CRIMES**

The Quabbin Regional School District complies with 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 follows:

*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 or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.*

Behavior by students or staff that constitutes a civil rights violation will be dealt with according to the Quabbin Regional School District's Code of Conduct and applicable laws and regulations.. This behavior includes, but is not limited to: physical violence, threats of physical violence, harassment, intimidation, negative or offensive biased language (slurs or epithets), use of symbols of hate such as swastikas or burning crosses, 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 C of this Handbook.

## **NJROTC**

Students who take NJROTC are required to wear the uniform once each week all year.

## **PASS SYSTEM**

**Students are expected to secure permission from a staff member and use the Smart Pass electronic pass system.**

If students desire to meet with a teacher or administrator during the school day, they must secure an electronic pass from that person for a specific time. Once permission is obtained, it is to be presented to the student's supervising teacher or monitor to get permission to leave for the appointment. Failure to report to the area designated on the pass will be treated as a class cut. This includes the cafeteria and other non-classroom spaces.

Students are expected to use the pass system appropriately and follow all established guidelines.

## **PERFORMANCES/DANCES/ATHLETIC EVENTS – STUDENT BEHAVIOR**

Students are expected to behave appropriately at school-sponsored assemblies, performances, dances, and athletic events. Students who fail to demonstrate appropriate behavior will be asked to leave the event and may be subject to disciplinary action in accordance with applicable school rules, district policies, and/or Massachusetts statutes and regulations.

## **STUDENT PARKING REGULATIONS**

Each student must fill out the Student Parking Permit Application form that requires parental signature. All approved applicants will receive a numbered parking tag that must be displayed by hanging the tag from the rearview mirror with the number facing outward toward the front of the car. Parking permits will be issued to students based on the availability of spaces. Fee will be \$40 per year. This fee will be collected prior to the issuing of any parking permits. Parking passes must be purchased during the first ten (10) days of the school year, failure to do so will result in a \$5.00 late fee. Students are not allowed to go to motor vehicles at any time during the school day without administrative permission. Speed limits on school grounds must be obeyed. Any driving incident considered dangerous or foolish will be dealt with severely. Serious infractions of any school policies or regulations may be grounds for revoking driving privileges. Any violation of these regulations will result in the offender losing his/her driving privilege. On the 4th unexcused tardy to school, students will have their parking permit revoked for a period of two (2) school weeks as a result of social suspension. Parking on school property is a privilege, not a right, and the student's parking permit may be revoked for cause at any time.

## **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. 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 in or out of school as allowed by existing policy;
  - d. Involvement of the local police as appropriate;

## **UNAUTHORIZED AREAS**

The administration understands the necessity of providing student supervision at all times during the school day. Therefore, students are not allowed to wander the school grounds or enter areas of the school not designated for student use. Before school, high school students must be either in the school building or directly outside the front of the school. Students found in any area outside the school building, or any area inside the building, not authorized for student use shall be subject to disciplinary consequences for being in an unauthorized area. In addition, no students shall be in the school gymnasium without direct supervision anytime during the school day. **No unauthorized individuals shall be in the gymnasium, weight room, or the school during or after the school day. High school**

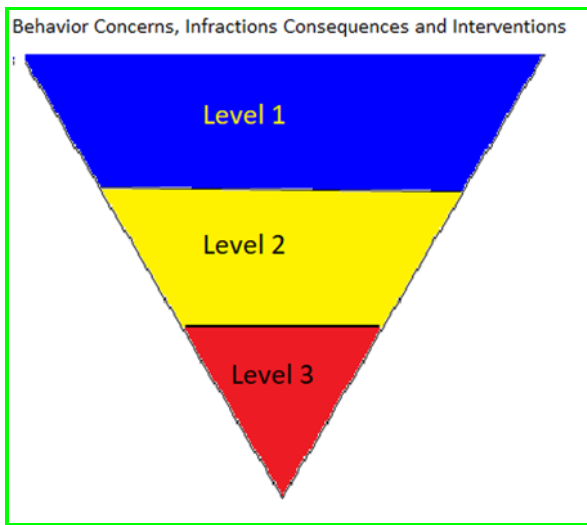
students may not, without prior permission from a staff member, enter the Middle School complex. This does not include traveling to and from classrooms on the lower level and the high school gym.

## SCHOOL DISCIPLINE

The following pages include guidelines for student discipline; however, the administration recognizes that the diversity of the student body and the many nuances of disciplinary infractions preclude describing every event which may possibly transpire. Thus, it is understood that administrative discretion in decision-making is a necessary component for the establishment of a reasonable discipline process, which responds to the needs of the school community. In the case of official suspension\*, the duration and terms of suspension shall be left to the judgment of the Administration except in those cases in which such duration is clearly established and defined by statute, policy, and/or regulation. Administrators will abide by the following guidelines in the management of the behavioral system and student suspensions/expulsions from school.

\*Official Suspension/Expulsion: Suspensions and/or expulsions imposed by the school administration in accordance with M.G.L. c. 71, §§ 37H, 37H3/4, 37H1/2 and/or 603 CMR 53.00.

### Student Conduct



The list of prohibited conduct below is intended to serve as a general guideline and shall not limit the authority of the Principal or Principal’s designee to impose consequences, including suspensions, for other acts of misconduct. The guidelines listed below are merely designed to assist in the processing of school rules violations. Staff may impose more or less severe sanctions in their discretion and consistent with appropriate due process.

### BEHAVIOR REFLECTION SYSTEM

Consequences and interventions apply to all students, 6-12, including all students with IEPs and 504 plans. Multiple incidents or chronic violations of the same behavior will warrant more intensive interventions and more serious consequences. Level 3 consequences and interventions may be modified for students to ensure the developmental appropriateness of the response, as well as, compliance with regulations for students with disabilities on an IEP or 504 plan.

The guidelines below outline the definitions of behavioral infractions and the initial level of response to be expected.

**NOTE:** Lowest level infractions are noted below. In situations where behavior continues and may become persistent, infractions progress to higher levels.

## **Level 1:** (handled by teachers)

**Level 1 Interventions incorporate universal schoolwide and classroom practices that promote the development and practice of prosocial behaviors, self-discipline, habits of learning, and healthy well-being. Teachers aim to intervene promptly and informally to prevent minor discipline problems from becoming major disciplinary incidents. Level 1 behavior requires intervention/consequences by the teacher/staff member; it may involve documentation. At this level, teachers/staff provide support to and set classroom limits with students, with possible follow-up consultation from student support staff.**

- Tardiness to class (except for 1st block)
- Failure to follow tardy procedures
- Any violation of an individual teacher's classroom rules or a school-wide policy, such as a minor class disruption, class cut, non-cooperation, failure to complete academic assignments, cheating, unauthorized use of electronic equipment, dress code violation (i.e., wearing head coverings), food or drink in the academic area, inappropriate language not directed to a peer or staff member, leaving class without permission, etc.
- Corridor/bathroom pass violation
- Use of personal electronic devices in violation of school/District policies.
- Violations of school devices policies / Acceptable Use Policy
- Insolence/insubordination (refusal to follow a reasonable request)

## **Level 2:**

**Level 2 Interventions involve targeted interventions and may include direct disciplinary consequences. Consequences include, but are not limited to removal from classroom, restorative interventions, social suspension, meetings with administrators or student support staff members, family conference, detention, in-school suspension (ISS), out-of-school suspension (OSS) at the discretion of the administrator, given the circumstances and the student's prior conduct history. Repeated, severe, or egregious Level 2 violations may rise to a Level 3 offense.**

- Bus violation (*See* also School Bus Conduct)
- Failure to report to teacher detention
- Habitual unauthorized use of electronic equipment
- Misbehavior in the cafeteria
- Refusing to give name or ID to any staff member or giving false information
- Cutting class (May also rise to a Level 3 violation in cases of repeated class cuts)
- Use of obscene, profane, or vulgar language directed toward a peer or school staff member (May rise to Level 3 in severe or egregious cases)
- Academic integrity violations (May rise to Level 3 in severe or egregious cases)
- Out-of-bounds within the school building (gym, , locker rooms, under stairwells, dining rooms, custodian's corridor, etc.)
- Accessory to infraction (Students who assist before, during, or after an infraction may face disciplinary action equal to that of the offending party.) (May rise to a Level 3 offense)

## **Level 3**

**Level 3 violations involve student conduct that constitutes a serious violation of the rules for student conduct, district policies, and/or applicable state or federal laws and regulations. Level 3 Consequences include, but are not limited to, suspension in or out of school on a short or long-term basis and/or expulsion (as permitted under M.G.L. c. 71, §§ 37H and 37H1/2).**

- Leaving school without following proper dismissal procedures
- Inappropriate videotaping or audio recording of students or staff during the school day or during school events
- Failure to report to office detention
- Forgery
- Theft
- Bullying
- Harassment
- Making threats of physical harm or damage to property
- Destruction of property
- Obscene, profane, or vulgar language directed toward a peer or staff member

- Smoking/vaping or possession of tobacco products including vaporizers, e-cigarettes, and smoking paraphernalia.
- Truancy
- Assault and/or battery on a peer
- Assault and/or battery on a staff member
- Direct insubordination concerning penalties assigned by administration or refusing to report to an administrator
- Encouraging escalation of a physical fight or videotaping from the sidelines.
- Engaging in a physical fight
- Felony charge / Felony delinquency charge where the Principal determines that a student's presence would have a substantial detrimental effect on the general welfare of the school.
- Gambling/possession of gambling paraphernalia
- Harassing language or behavior directed toward another based upon gender, race, religion, color, national origin, gender identity, sexual orientation, or disability
- Inappropriate touching of peers
- Bullying / Cyber-bullying / Retaliation
- Organizing or participating in hazing
- Possession, sale, and/or use of a controlled substance or dangerous substance or possession of drug paraphernalia on school property
- Possession or use of a weapon (gun, stun gun, knife, device or material capable of causing bodily injury, etc.)
- Possession and/or use of fireworks and explosives
- Tampering with or pulling a fire alarm or being a party to such an act
- Vandalism (restitution required)/being a party to an act of vandalism
- Violation of another's civil rights
- Accessory to infraction (Students who assist before, during, or after an infraction may face disciplinary action equal to that of the offending party.)

Potential Consequences: Short-term out-of-school suspension, Long-term out-of-school suspension, Expulsion (as permitted under M.G.L. c. 71, §§ 37H and/or 37H1/2).

**Social suspension:** the exclusion from extra-curricular and co-curricular activities such as, but not limited to, dances, proms, senior dinner dance, senior activities, class sponsored events, student council sponsored events and athletic events. Students on social suspension will also lose their parking privileges for the duration of their social suspension.

The following are examples of student of conduct for which a student may be placed on social suspension:

- Failure to serve a lunch, office, or extended detention
- Level 2 offense
- Total of four (4) or more school days of suspension in or out of school
- Administration reserves the right to place a student on social suspension as a result of student behavior, safety, or extenuating circumstances

The imposition of social suspension is not subject to the due process requirements of the Massachusetts Student Discipline regulations at 603 CMR 53.00.

### **DETENTION**

Quabbin Regional High School utilizes detention in order to deter students from violating school rules and district policies and negatively impacting the learning community. As outlined above, violations of the rules for student conduct as set forth in this Handbook may result in a consequence, including detentions. Progressive levels of detention are based on the violation and/or continued student misconduct. The progressive detentions are as follows:

- Teacher Detention: issued by classroom teacher, prior to administrative referral, and conducted after school.
- Lunch Detention: issued by administration and served during the student's lunch time.
- Office Detention: issued by administration and conducted after school for a period of 90 minutes.
- Extended Detention: issued by administration and conducted after school for a period of 3 hours.

Students who fail to serve a teacher detention will be referred to administration. Students who fail to serve a detention assigned by administration will be rescheduled to serve the same level of detention and placed on social suspension until the detention is served. Repeated failure to serve an assigned detention may result in the assignment of a higher-level detention and continued social suspension. Chronic failure to serve an assigned detention may result in additional disciplinary action up to, and including, suspension.

**POSSESSION OF CONTROLLED SUBSTANCES:** Students are prohibited from being in possession of a controlled substance on school grounds or at school-sponsored events. Students found in possession of controlled substances shall be subject to suspension and possible expulsion from school in accordance with M.G.L. c. 71, § 37H.

**SOLICITATION OF DRUGS AND RESTRICTED/DANGEROUS MATERIALS AND/OR SUBSTANCES:**

Quabbin Regional High School is a safe learning environment and considers the act of soliciting drugs, drug paraphernalia, alcohol, tobacco, or other restricted material unsafe and disruptive to the learning process. Any student soliciting restricted/dangerous materials may be subject to disciplinary action up to and including out of school suspension.

**ASSAULT OF SCHOOL PERSONNEL:** Any student found to have assaulted a member of the school or district staff shall be subject to long-term suspension and possible expulsion from school in accordance with M.G.L. c. 71, § 37H.

**POSSESSION OF WEAPONS:** Any student found in possession of a dangerous weapon, as determined by the Principal, at school or at school-sponsored events, shall be subject to long-term suspension and possible expulsion from school in accordance with M.G.L. c. 71, § 37H.

**FELONY CHARGES:** A student who has been charged with a felony (or felony delinquency) for conduct that occurred in or out of school, shall be subject to long-term suspension from school in accordance with M.G.L. c. 71, § 37H1/2 upon the Principal's determination that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. Where a student is convicted of a felony offense (or felony delinquency) or admits guilt to a felony (felony delinquency) in a court of law, the student shall be subject to expulsion from school in accordance with M.G.L. c. 71, § 37H1/2 upon the Principal's determination that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

**DISCIPLINARY DUE PROCESS**

In administering discipline, school staff and administrators will be careful to observe the right to due process under the law for each student.

**1. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, OR ASSAULT ON SCHOOL STAFF AND/OR FOR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½).**

- *Interim Short Term Disciplinary Removal:* In limited situations where a student is charged with a violation of M.G.L. c. 71, § 37H or is subject to suspension in accordance with M.G.L. c. 71, § 37H1/2, and is determined by the Principal to present an immediate threat to persons, property, or the orderly educational environment of the school, the student may be suspended from school by the Principal on an interim short term basis of ten (10) school days or less pending a formal hearing to consider the student's long-term suspension or expulsion. Prior to the imposition of any disciplinary sanction that might result in a student's interim suspension from school for ten (10) consecutive school days or less pending a long-term suspension/expulsion hearing, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal determines that the student will be suspended from school on an interim, short-term basis pending a formal hearing to consider the student's possible long-term suspension or expulsion, the student and the student's parent(s)/guardian(s) will be notified by telephone and in writing. Such interim, short-term removals shall not be subject to appeal.
- *Disciplinary Sanctions and Appeals:* Prior to the imposition of any disciplinary sanction that might result in the student's suspension or expulsion from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff and/or due to a felony charge for more than ten (10) consecutive school days or expulsion, the student and the parents/guardians will be given written notice in English and in the primary language of the student's home of a Principal's hearing at which the student and parent/guardian have the right to be represented by an attorney (at private expense), to examine the evidence against the student, and to present witnesses and documentary evidence in the student's defense. Following this hearing, a written decision will be issued. The student and the parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is suspended on a long-term basis or expelled in accordance with M.G.L. c. 71, § 37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. For suspensions or expulsions imposed pursuant to M.G.L. c. 71, § 37H ½, the student shall have five (5) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½.

**2. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (Non-Statutory Offenses - M.G.L. c. 71, § 37H ¾ and 603 CMR 53.00)**

**Applicable Definitions:**

**Expulsion:** The removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½ for:

- (a) possession of a dangerous weapon;
- (b) possession of a controlled substance;
- (c) assault on a member of the educational staff; or

(d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, § 37H or 37H½.

**In-school Suspension:** The removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive school days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

**Long-term Suspension:** The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

**Parent:** A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

**Principal:** The instructional administrative leader of a public school **or his or her designee for purposes of school disciplinary matters.**

**School-wide Education Service Plan:** The document developed by a principal, in accordance with M.G.L. c. 76, §21, that includes a list of education services available to students who are expelled or suspended from school for more than ten consecutive days.

**Short-term Suspension:** The removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Superintendent:** The chief executive officer of the District employed by the School Committee or his or her designee appointed for purposes of conducting a student disciplinary appeal.

- **Notice and Principal's Hearing (603 CMR 53.08):**

Prior to the imposition of a short-term out-of-school suspension or a long-term suspension under this section, the Principal shall provide oral and written notice of the charges and potential disciplinary sanction and of the student's and parent's/guardian's right to participate in a hearing with the Principal, to contest the charges against the student and to provide evidence, including mitigating facts, and witnesses in the student's defense.

The hearing may take place without the student's parent(s)/guardian(s) only if the Principal has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent for emergency notification.

The purpose of the Principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, to provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, to determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

In every case of student misconduct for which suspension may be imposed under this section, the Principal will exercise discretion in deciding the consequence for the offense and, where appropriate, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports.

The Principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense and in accordance with the requirements of 603 CMR 53.00.

#### **a. In-School Suspension**

A Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. Prior to imposing an in-school suspension in accordance with 603 CMR 53.10, the Principal shall inform the student of the disciplinary offense charged and the basis for the charge and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal



shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) school days, cumulatively or consecutively, in the school year.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal for the purpose set forth in 603 CMR 53.10 (4), if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the Principal and the parent.

#### b. Short-term Suspension

The Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and the parents/guardians shall have an opportunity to present information, including mitigating facts, that the Principal or the Principal's designee should consider in determining whether other remedies and consequences may be appropriate. The Principal designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student. Students and parents do not have the right under applicable policies and regulations to be represented by legal counsel at a short-term suspension hearing.

Based on the available information, including mitigating circumstances, the Principal shall determine whether there is a preponderance of evidence to support a determination that the student committed the disciplinary offense, and, if so, the remedy or consequence to be imposed.

The Principal shall provide written notice to the student and parent/guardian of the Principal's findings and determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice of hearing.

#### c. Long-term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student and parent/guardian shall also have the opportunity to review the student's record and the documents upon which the school may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice (at the student's/parent's/guardian's expense); the right to produce witnesses on the student's behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school; the right to request that the hearing be recorded and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the parent/guardian shall, in addition to the student, have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

Based on the preponderance of evidence presented at the hearing, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, the remedy or consequence to be imposed. The Principal shall send the written determination in English and the primary language spoken in the student's home to the student and parent/guardian by certified first-class mail and by email to an address provided by the parent for school communications, or by any other method of delivery agreed to by the Principal/designee and the parent/guardian.

If the student is suspended for more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing. Except as provided for under M.G.L. c. 71, §§ 37H and/or 37H1/2, no student may

be suspended for more than ninety (90) school days for one or more violations of school rules (“non-statutory offenses”) within a school year.

d. Emergency Removal in Accordance with 603 CMR 53.07

The Principal may remove a student from school temporarily when a student is charged with a violation of school rules in accordance with M.G.L. c. 71, § 37H3/4 and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's or designee's judgment, there is no alternative available to alleviate the danger or disruption presented. The Principal shall immediately notify the Superintendent in writing of the emergency removal and the reason for it, and describe the danger or disruption presented by the student. The emergency removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the Principal shall make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal and the reason(s) therefore. The Principal or designee shall provide written notice to the student and parent/guardian and provide the student an opportunity for a disciplinary hearing with the Principal, and the parent/guardian an opportunity to attend the hearing, to be conducted before the expiration of the two (2) school days following the Student's emergency removal, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian.

The Principal shall render a decision orally on the same day as the disciplinary hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08.

In the event of an emergency removal from school, the Principal will not release the student until adequate provisions have been made for the student's safety and transportation.

e. Appeals (M.G.L. c. 71, §37H3/4, 603 CMR 53.09)

Students do not have the right to appeal an in-school or short-term out-of-school suspension imposed pursuant to M.G.L. c. 71, § 37H3/4. Students and parents/guardians do, however, have the right to appeal a long-term suspension imposed by the Principal to the Superintendent. The student and/or the parent/guardian shall have five (5) calendar days following the effective date of the suspension to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to seven (7) calendar days upon written request. If the appeal is not timely filed, the Superintendent may deny the appeal.,

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within three (3) school days of the student's request for an appeal. The time may be extended by up to seven (7) calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) only if a good faith effort was made to include parent(s)/guardian(s). The Superintendent shall be presumed to have made a good faith effort if the Superintendent has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing in both English and in the primary language of the student's home.

At the appeal hearing, the Superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, the appropriate consequence therefore. The student shall have all of the rights afforded to students at the Principal's hearing for long-term suspension. The Superintendent will issue a written decision within five (5) calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal (or Principal's designee) but shall not impose a suspension greater than that imposed by the Principal's decision. The Superintendent's appeal decision shall constitute the final decision of the Quabbin Regional School District..

**OPPORTUNITY FOR ACADEMIC PROGRESS DURING SUSPENSION/EXPULSION**

Principals shall ensure that students who are suspended from school for ten (10) or fewer consecutive school 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 Services Plan detailing the alternative educational services available to all students who are expelled or suspended from school for more than ten (10) consecutive school days, whether in or out of school, to ensure the student's continued academic progress and earning of credits toward the student's graduation. Upon the selection of an alternative educational service by the student and the student's

parent or guardian, the school shall facilitate and verify the student's enrollment in the selected alternative education service. M.G.L. c. 76, § 21

## **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 (IDEA) and Section 504 of the Rehabilitation Act of 1973 and the regulations issued pursuant to said statutes require that additional provisions be made for:

- Students who have been found eligible for special education services under the IDEA.
- Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act.
- Students who the school district knows or has reason to know might be eligible for special education services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent/guardian expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent/guardian requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the direct of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student.
  - The school is not deemed to have knowledge of a disability if (1) the parent/guardian has not allowed an evaluation or has refused special education and related services;, or (2) the child has been evaluated and determined not to be a child with a disability.

These students are generally entitled to increased procedural protections prior to imposing discipline that will result in the student's removal from their educational program for more than ten (10) consecutive school days or where there is a pattern of short-term removals that exceed ten (10) school days in a given year.

If a request is made for an evaluation of a student's eligibility for special education services during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

The following additional requirements apply to the discipline of students with disabilities:

- Students with disabilities may be excluded from their programs for ten (10) school days or less in the school year to the extent that such sanctions would be applied to all students. Within ten (10) school days of a determination that a student with a disability will be excluded for disciplinary reasons 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 parents/guardians and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior ("Manifestation Determination").
- If building administrators, the parents/guardians, 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 or, where appropriate, conduct a functional behavioral assessment of the student. Eligible Section 504 students shall be entitled to receive alternative education services in accordance with the school's Education Services Plan during any suspension or expulsion in excess of ten (10) consecutive days.
- If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current education program for the incident of misconduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parents/guardians consent to, a new placement, or unless the school obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) or a court 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.
- If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon on school grounds, or causes serious bodily injury to another on school grounds or at a school function, the school may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days regardless of whether the conduct was a

manifestation of the student’s disability. 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.

## ACADEMIC INFORMATION AND POLICIES

### QRHS GRADUATION REQUIREMENTS

Students are expected to complete a comprehensive list of requirements in order to receive a high school diploma from Quabbin Regional High School. Students must show the ability to complete academic coursework, independent work, community service, as well as other benchmarks in order to graduate. Students must show proficient use of technology. They are required to demonstrate proficiency in accessing and completing online coursework. All requirements must be completed in order for a student to participate in the graduation ceremony and receive their diploma. The following is a list of graduation requirements. The charts below should serve as a quick reference.

<b>High School Graduation Requirements</b>	
<b>Credits</b>	Students must earn a minimum of 125 credits (Seniors must pass at least 32.5 credits in senior year)
<b>Competency Testing</b>	Students must meet the qualifying benchmark for state standardized testing required for graduation, currently MCAS in Math, English, and Science
<b>Community Service</b>	Students must earn 45 hours of community service
<b>Capstone</b>	Students must complete a Senior Capstone
<b>Subjects</b>	Students must take a minimum number of core courses in English, Math, Science, Social Studies, World Language, Wellness, and the Arts
<b>QRHS Core Subject Requirements for Graduation</b> <b>Students must take and pass the following courses listed below.</b> (For information on specific courses please refer to each Department’s page in the Course Catalog.)	
<b>English</b>	20 credits of core English, with a minimum of 5 credits each year of high school
<b>Math</b>	20 credits of core Math, with a minimum of 5 credits each year of high school
<b>Science</b>	15 credits (5 credits each year) of core lab Science Students must pass Biology and a Physics based science course.
<b>Social Studies</b>	15 credits (5 credits each year) of core Social Studies Students must pass US History I, US History II, & IB Global Politics (effective for class of 2024 and beyond)
<b>World Language</b>	10 credits of the same World Language
<b>Arts</b>	2 courses or 5 total credits in the Arts or Music
<b>Wellness</b>	10 credits of Wellness (strongly recommend credits are earned over four years) Beginning with the class of 2021, all students must take and pass Health I.

### WELLNESS GRADUATION REQUIREMENTS

All Quabbin Regional High School students will have the opportunity to fulfill their wellness graduation requirements by participating in a QRHS athletic team. Students who complete one (1) full season of QRHS athletics may choose to have their participation count as fulfilling one required wellness course: **recognition limited to one wellness class requirement per year, pending application approval.** Students will NOT receive a grade or credit for their athletic participation; however, students will not be required to take a wellness course as outlined in the graduation requirements and may take another course in its place. It is important to note that this opportunity will only fulfill Quabbin Regional High School graduation requirements and will NOT transfer to another school if the student transfers to another district.

**Additional Graduation Requirements**

- All students are required to demonstrate proficiency in accessing and completing online coursework. Proficiency may be demonstrated by successful completion of significant online project work, a QRHS course that includes significant online content or project work, and/or an online course.
- All students are required to carry a minimum of 12.5 credits or 5 periods in each trimester. Students are required to pass 32.5 credits senior year.
- All students must meet all Quabbin Regional High School graduation requirements and meet or exceed MCAS Competency Determination Requirements set by the Commonwealth of Massachusetts Department of Elementary and Secondary Education.

**College Advisory:** More competitive colleges accept only biology, chemistry and physics courses as lab courses. They may also require three (3) years of a world language, and math to at least the pre-calculus level.

**MCAS COMPETENCY DETERMINATION REQUIREMENTS**

Students are required to meet the Commonwealth of Massachusetts Department of Elementary and Secondary Education competency determination standards. Students must pass their high school MCAS in English Language Arts (ELA), Mathematics, and Science. A score of 220 or above is considered passing. Scores of 220-238 are considered ‘Needs Improvement’, scores in the 240-258 range are considered ‘Proficient’, scores 260 and above are considered ‘Advanced’.

The science MCAS requirement can be done by taking one of the following: Biology, Chemistry, Introductory Physics, or Technology/Engineering. Quabbin Regional High School students traditionally take their science MCAS in 9th grade, with students taking the Biology course that prepares them for the corresponding test. Students then traditionally take their English and math MCAS in grade 10. Retakes are given for any student who does not pass any of these tests.

Students who score between a 220-238 on ELA and/or Math have passed MCAS but because they fall in the ‘Needs Improvement’ category they must continue ‘working toward proficiency’ in standards-based math and/or English courses as they continue through high school. These students are placed on an Educational Proficiency Plan, or EPP. The EPP is an educational planning tool that identifies student’s areas of need and works to remediate those areas. The plan may include or require student’s participation in school day attendance, academic support programs, enrollment in and successful completion of specific classes, and retaking of MCAS or an MCAS style test. Students will be qualified as making progress toward proficiency if they successfully complete a course, which means, at a minimum, the student has earned academic credit for the course under the Quabbin Regional School District’s standards for awarding academic credit.

Students who earn top ELA and math MCAS scores at their high school are eligible to receive The John and Abigail Adams Scholarship. This award is for free tuition only at any Massachusetts state public university or college. This award can only be used if a student enters the Massachusetts public institution directly following high school and it is dependent on state discretion and funding. The names of the John and Abigail Adams Award winners will be announced in the fall of senior year.

**STUDENTS NOT MEETING GRADUATION REQUIREMENTS**

Students who have not met all requirements for graduation or to receive a diploma will be excluded from the graduation ceremony.\* If a student completes the requirements after graduation, the student will receive the diploma upon verification of completion of all requirements. Summer school courses or courses pursued that do not appear in the Quabbin Regional High School Course Catalog must be *pre-approved* by the guidance counselor and an administrator.

\*Students with disabilities who have not met the requirements for graduation will be allowed to attend and participate in the graduation ceremony and related events in accordance with the provisions and requirements of M.G.L. c. 71B, § 16.

**HIGH SCHOOL PROMOTION REQUIREMENTS**

Promotion to	Requires
Freshman	Successful completion of Grade 8

Sophomore	32.5 Credits Passing Grade in English 9 (both parts) Passing Grade in Freshman Math/Algebra (all parts)
Junior	65 Credits
Senior	87.5 Credits
<b>Graduating Senior</b>	<b>125 Credits Minimum (with a minimum of 32.5 credits earned in senior year)</b>

### **STAFF AND STUDENT RESPONSIBILITIES**

**The first step to success in school is to be present in class. Students who do not consistently attend school risk failing in their studies and missing class work. A teacher's first concern is for the students who are in class.**

1. **Course Expectations**  
Teachers will distribute a summary to students at the beginning of each course describing expectations, general course objectives, and grading procedures. Students will also be informed as to specific times that teachers will be available to provide extra help. Students will sign the Course Expectations indicating that they understand course and grading procedures.
2. **Final Exams**  
Final exams will be administered at the discretion of the teacher. Information regarding exams will be included in course expectations
3. **Extra Help**  
Teachers should provide opportunities for students to obtain extra help and seek tutorial assistance for students if such is deemed desirable and necessary.  
Teachers should provide homework for students who are suspended or absent for extended periods of time when such work is requested.
4. **Communication**  
Teachers should inform parents of student problems by use of phone calls and/or deficiency reports at any time during each marking period, periodic progress reports requested by the Guidance Department, phone calls/letters, and personal conferences.  
Members of the Guidance Department will make teachers aware of parental requests for progress reports and/or conferences.
5. **Student Responsibility**  
Students are to:
  - a. Be present and attentive in class.
  - b. Display the proper attitude and make a sincere effort to complete work required of them.
  - c. Obtain missing assignments after each absence.
  - d. Make-up incomplete work as prescribed by the Quabbin Incomplete Policy.
  - e. Attend extra help sessions as necessary.
6. **Homework**  
Students will be required to meet homework expectations in their subject matter areas. The type, frequency, and quantity of homework assigned should be determined by the needs of the individual students and class. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. Any disciplinary assignment should be separate and distinct from class homework. Homework should be reviewed and/or evaluated by the teacher.

**Your final trimester grades appear on your transcript. Your transcript is the gauge of your work, effort, commitment, and level of motivation. In formulating a first impression of you, employers, the military, post-secondary institutions, and scholarship committees will rely on your transcript. We encourage every student to think about what they want their transcript to say about them.**

### **INCOMPLETE GRADE**

If a student cannot be issued a final grade at the end of a marking period for any designated reason, such as suspension or an illness, the teacher may issue an "I" for Incomplete, after receiving authorization from administration. Incomplete work is due 10 days after the close of the term and if an updated grade is not submitted by the teacher after ten days, an "F" will automatically be entered as the student's grade unless other arrangements have been made and approved by administration.

An Incomplete grade prohibits a student from being listed on academic achievement rolls such as the Honor Roll, and from participating on athletic teams and clubs and organizations.

### **STUDENT PROGRESS**

Students and parents can monitor student progress at any time via the student or parent portal into the Aspen student information system. Beginning at the midpoint of each trimester teacher's will communicate directly with parents and guidance via email or mail if the student is in danger of failing. This communication will constitute an "Academic Failure Warning".

### **EARNING THE HONOR ROLL**

Honor Rolls are published after each marking period to recognize students who have demonstrated high academic achievement. All courses taken count toward honor roll recognition according to the following standards:

- High Honors – Student must be enrolled in at least three courses and receive all A's
- Honors – Student must be enrolled in at least three courses and receive all A's and B's

### **FAILING A COURSE**

The QRHS Guidance Department recommends that students make up courses that are failed to ensure students stay on track toward graduation. A failed course at Quabbin Regional High School can be made up by successfully completing the course or course equivalent. Students who fail a class during the school year have the option of making up this course in an approved program or with outside coursework. Outside coursework or summer school must be pre-approved by completing a "Request for Outside Coursework" form. Failure to get pre-approval may result in Quabbin Regional High School not granting credit for the course or credit make-up that a student completes.

It is critical that the student meets with his/her guidance counselor to develop a plan for course, subject, and/or credit make-up in order to stay on track for graduation.

### **CHANGING YOUR SCHEDULE**

Students are able to change a first trimester course in the first five days before school starts based on course availability. After the first three days of school, no schedule changes will be made unless a student needs a core subject in order to successfully progress towards meeting graduation requirements. School counselors may require teacher, administrative and/or parent approval for a schedule change which they question. All course change requests for Trimester 2 or 3 need to be made ONE WEEK BEFORE that trimester begins. The only changes allowed outside of this timeframe are for students who fail a core subject or a change initiated by a school counselor.

### **ACADEMIC INTEGRITY**

The academic integrity of our students is a paramount concern. Quabbin Regional High School expects that students will exercise the highest standard of academic honesty; and will respect intellectual property rights, follow proper academic practices, and submit only their own authentic work, thoughts, and ideas in all subjects.

Quabbin Regional High School considers academic malpractice seriously and will investigate all matters in accordance with the following standards. Malpractice is defined as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

Malpractice includes, but is not limited to:

- Plagiarism: defined as the representation of the ideas or work of another person as the student's own
- Collusion: defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work: defined as the presentation of the same work for different assessment components and/or diploma requirements
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS/Capstone record).

Incidents of malpractice may be intentional or unintentional and it is ultimately the responsibility of the student to ensure the authenticity of their work.

All reports of suspected academic dishonesty or malpractice will be thoroughly investigated in accordance with school standards and procedures. Any student found guilty of cheating or plagiarism will automatically receive a zero for the assignment and will be referred to the administration for disciplinary action. All incidents of academic dishonesty or malpractice will be reported to the administration and the National Honor Society advisor. Membership in the National Honor Society will be denied for any student who is found guilty of academic dishonesty. Repeated offenses will jeopardize academic credit.

### **AWARDS**

At the end of each trimester, students who have demonstrated outstanding academic achievement in their course work are recognized by academic and achievement awards. Criteria for these awards have been established by each department. Students receive certificates noting their awards at ceremonies honoring their achievements. These awards are given for outstanding achievement in particular courses; overall academic excellence is recognized through the honor roll.

### **NCAA ACADEMIC ELIGIBILITY**

Students who plan to participate in collegiate athletics should consult their guidance counselor and check the NCAA web page ([www.ncaa.clearinghouse.net](http://www.ncaa.clearinghouse.net)) for NCAA academic eligibility requirements.

### **NATIONAL HONOR SOCIETY: EXCELSIOR CHAPTER**

The Excelsior Chapter is the name of the Quabbin Regional High School chapter of the National Honor Society. The National Honor Society is a nationally recognized organization of high school students established by the National Association of Secondary School Principals. The purpose of this organization is to recognize and help promote academic achievement while developing those qualities essential to good citizenship, namely: scholarship, character, service and leadership.

The following is the criteria for admission into the Excelsior Chapter of the National Honor Society. All criteria must be met.

1. **Academic Eligibility** – A student must maintain a cumulative GPA of 3.50 on 4.00 scale or 4.00 on 5.00 scale over a period of six (6) academic trimesters. If a student meets this criterion he/she will be invited to present his/her credentials for membership to the National Honor Society.

#### **Weighted 4.0 Scale used beginning in the 2016-17 School Year**

<b>Alpha</b>	<b>Numeric</b>	<b>CP 2</b>	<b>CP 1</b>	<b>Hon/Adv/ IB SL</b>	<b>AP/IB HL</b>
<b>Grade</b>	<b>Grade</b>	<b>Phase 3</b>	<b>Phase 4</b>	<b>Phase 5</b>	<b>Phase 6</b>
A+	97-100	4.00	4.33	4.83	5.33
A	93-96	3.66	4.00	4.50	5.00
A-	90-92	3.33	3.66	4.16	4.66
B+	87-89	3.00	3.33	3.83	4.33
B	83-86	2.66	3.00	3.50	4.00
B-	80-82	2.33	2.66	3.16	3.66
C+	77-79	2.00	2.33	2.83	3.33
C	73-76	1.66	2.00	2.50	3.00
C-	70-72	1.33	1.66	2.16	2.66
D+	67-69	1.00	1.33	1.83	2.33
D	63-66	0.66	1.00	1.50	2.00
D-	60-62	0.33	0.66	1.16	1.66
F	0-59	0.00	0.00	0.00	0.00

The GPA is calculated at the end of every trimester using the following method:

**Sum of weighted value of final letter grade of all phased courses**

**Total number of weighted courses completed**

2. **Service** – It is important for a prospective member of the National Honor Society to display a concern for his/her community and/or school that results in service to others. It is expected that candidates have performed a minimum of 50 hours of service. It is recommended that candidates perform a minimum of 20 service hours during grade 9 and 30 service hours during grade 10. These hours must be performed with an existing organization for public or charitable purposes. These hours must be performed during 6 trimesters prior to the student's invitation to be considered for admission into the National Honor Society.
3. **Character** – A student that is a member of the National Honor Society must have a character that serves as an example to others in the community. The student must submit a completed nomination form with signatures of twelve people nominating him/her for membership in the National Honor Society. At least ten of the signatures on this form must be from teachers that have had the student in a class. If the nomination form is not complete, the student will not be considered for membership in the National Honor Society. The following character issues will automatically make a student ineligible for membership in the National Honor Society:



- evidence of cheating or plagiarism at any time in the student's high school career
- evidence of disrespect to staff or other students that resulted in disciplinary action
- suspension from school at any time in the student's high school career
- evidence of harassment of other students or faculty by the applicant

\* Students are expected to be model citizens. All conduct will be reviewed as part of the application and students may be disqualified based on conduct history.

4. **Leadership** – A prospective member of the National Honor Society must demonstrate leadership or the potential for leadership. The Student must submit a well written essay that successfully documents leadership accomplishments or leadership potential.
5. **Credentials** – All eligible students must submit their credentials for membership in the National Honor Society in portfolio form. All portfolios must be completed correctly based on instructions provided. The portfolio must be complete. No portfolios will be accepted beyond the published due date. If the portfolio is not complete or done correctly, it will not be considered.

#### **Reasons for Suspension and/or Dismissal From The National Honor Society**

1. Any active member who falls below the cumulative GPA of 3.50 on a 4.00 scale (which was the basis of his or her selection to membership) will be notified in writing and placed on probation from the Chapter for a period of one trimester. It shall be the responsibility of the student at the end of his or her probationary period to present to the Faculty Advisor of the National Honor Society proof of re-qualification (a cumulative GPA of 3.50). If such proof is not presented, the student will then be dropped from the active membership roll. This dismissal may be appealed using the school district appeal process (principal, superintendent, school committee).
2. Any member of the NHS who has seriously violated school rules or policy may be suspended for one trimester from the NHS. It shall be the responsibility of the suspended student at the end of the suspension period to present to the Faculty Advisor of the NHS proof of re-qualification. If such proof is not presented, the student may then be dropped from the active membership roll. This suspension and/or dismissal may be appealed using the school district's appeal process. Any member, who fails to pay any required dues or to complete community service by the required deadlines, will be placed on probation.
3. After students are inducted into the National Honor Society, additional community service hours must be performed. Students in grade 11 must complete a minimum of 40 hours and grade 12 a minimum of 40 hours. These hours must be completed, signed and verified by a supervisor and turned in by the announced due date. If the community service hours are not complete, the student will be dismissed.
4. Any candidate who is eligible and approved by the Faculty Council but declines induction, shall sign a statement of his or her refusal thereby eliminating himself or herself from further consideration for membership to the Excelsior Chapter of the National Honor Society.
5. Any member who is suspended (including in-house suspension) from school may be dismissed from the active membership roll. This dismissal may be appealed using the school district's appeal process.
6. Any member guilty of cheating in any form will be dismissed from membership. This dismissal may be appealed using the school district's appeal process.

#### **Faculty Council**

The Faculty Council is a group of five teachers and/or counselors appointed each year by the high school principal. The Faculty Council decides membership to and dismissals from the National Honor Society.

## **Athletic/Co-Curricular Eligibility**

Student eligibility for participation **in interscholastic competition and all co-curricular activities** requires that a student must earn a passing grade in every subject. Specifically:

- A. A student must secure during the last marking period preceding the contest or co-curricular activity, including clubs, a passing grade in all subjects.
- B. At the conclusion of each marking period, in order to be eligible a student must secure a passing grade in all subjects.
- C. If a student fails a third trimester course then the student is eligible to acquire those credits in another program that meets Quabbin's requirements as outlined in the section which covers summer school, night school, or online courses.
- D. Withdrawal failure grades will also affect eligibility. A Withdrawal failure (WF) in the marking term preceding a season will make an athlete ineligible for participation.
- E. The scholastic eligibility of all students shall be considered only on the date when report cards for that ranking period have been issued. The Athletic Director and the Principal must determine the eligibility of all athletes on the basis of these criteria (State Regulations).
- F. An incomplete grade cannot be credited towards eligibility (State Regulations). Other eligibility requirements for participation in interscholastic athletics will be determined by the guidelines established by the Massachusetts Secondary School Principals' Association and coaches. Student questions related to athletic eligibility should be directed to the Athletic Director.

## ATHLETIC TEAMS

FALL	WINTER	SPRING
Field Hockey – Varsity & JV	Boys’ Basketball - Varsity & JV	Baseball – Varsity & JV
Boys’ Soccer – Varsity & J V	Girls’ Basketball - Varsity & JV	Softball – Varsity & JV
Girls’ Soccer – Varsity & JV	Boys’ and Girls’ Indoor Track	Boys’ and Girls’ Track
Boys’ and Girls’ Cross Country	Varsity & JV Cheerleading	Girls’ Golf
Boys’ Golf	Wrestling – Varsity & Junior Varsity	Boys’ and Girls’ Tennis
Football – Varsity, JV & Freshmen		

## CO-CURRICULAR ACTIVITIES

The Quabbin School System recognizes the value of co-curricular involvement as it expands the student’s experience beyond the classroom. At Quabbin, we offer a wide range of activities that enable our students to develop their talents in many ways. Involvement shows future employers and college admissions counselors that you are diverse in your skills and interests and have the ability to skillfully manage your time. We suggest choosing areas of interest that complement your academic requirements, without overburdening yourself.

Any student wishing to start a club or group may submit an application for approval to Administration.

### Clubs

Drama  
International

### Organizations

GSA  
Link Crew  
National Honor Society  
Student Council  
Yearbook

### Teams

Envirothon  
Math  
NJROTC Drill  
NJROTC Academic  
NJROTC Marksmanship  
NJROTC Color Guard  
Cheerleading

## 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 (10) days or less**, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, the nurse 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 be available to students requiring medication at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult in accordance with applicable regulations. 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 orders 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

**Students found in possession of prescription medication in violation of the above policy shall be subject to suspension or expulsion from school**

**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 nurse and/or Principal 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 of 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 enables 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 schedule 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:
  - Students referred because of known physical defects that require repeated appraisal;
  - Students referred due to frequent absences due to unexplained illness;
  - Students referred from the 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 extracurricular 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**

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

**SCHOOL ADJUSTMENT COUNSELOR**

A School Adjustment Counselor is available for students. Referral is made through the guidance counselors.

**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 attached as Appendix E to this Handbook.

## **SAFETY**

### **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.**

### **SAFETY OF STUDENT POSSESSIONS**

Quabbin is a school community consisting of over 1,200 people who interrelate 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 items of great value to school and do so at their own risk.

### **SHELTER IN PLACE AND LOCKDOWN PROCEDURES**

Shelter-In-Place and Lock-Down protocols have been established based on the ALICE. research, training, and protocols for responding to threats of violence against students, staff and/or the community. In the event that a SIP or Lock-Down is called, staff members will facilitate appropriate action in managing the situation. Students must comply with directives given by any staff member. Students, who fail to comply, may be subject to disciplinary actions through school and/or police.

## **PROPER CARE OF SCHOOL MATERIALS**

### **STUDENT LOCKERS**

Every student at Quabbin is issued a locker in which to keep books, supplies, coats, jackets, etc. Each locker has a unique three-numbered combination. Only students who are assigned by the administration to share lockers with another student shall be authorized to do so.

Lockers should be kept neat and clean, free from writing on the inside and outside. Food and beverages are not to be kept in lockers. Valuables should not be kept in lockers. If a locker "jams" and cannot be opened, students are to notify the Main Office.

Although assigned to students, school lockers are not students' property. Lockers are the school's property and are subject to search any time there is a reasonable suspicion that a law or school rule has been broken—with or without the student's permission. Students do not have an expectation of privacy in the contents of their school lockers or assigned desks. Therefore, students are not allowed to place personal locks on school lockers, as lockers may have to be opened in emergency situations. Such locks will be removed by the maintenance staff.

Note: Combinations will be changed only in extreme situations during the school year.

### **SCHOOL MATERIALS**

Students are responsible for the proper care of all school materials issued to them for use during the school year.

We understand that "wear and tear" does take place with normal use. However, if there is misuse or abuse of materials, students will be assessed replacement or repair costs. Students who have been assessed repair or replacement costs for textbooks or materials may not be permitted to participate in extracurricular activities including sports.

**Lost or stolen materials are the responsibility of the student to whom the materials were issued.**

## SUPPORT SERVICES

Quabbin Regional High School provides many services to students in addition to courses and activities.

### **GUIDANCE**

The High School Guidance Department assists students in realizing their personal/social development and monitoring their learning environment. The Guidance Counselor serves as a student advocate, assisting students with their educational, vocational and personal endeavors. Guidance Counselors also work with students in helping them prepare for post- secondary education, military, and career pursuits. All students are assigned a Guidance Counselor to help them make the most of their high school experience and assist them in setting realistic and attainable goals.

Students are encouraged to see their Guidance Counselor to discuss issues and concerns by requesting an appointment in the Guidance Office. Counselors will then make an appointment with the student in a timely fashion. Parents/Guardians are encouraged to call their child's Guidance Counselor at 978-355-4651 with their concerns or questions so that together they can work towards making the student's high school experience a positive one.

### **OTHER SERVICES PROVIDED**

Speech therapy, tutoring for those with learning difficulties, and reading assistance are among the services available at Quabbin.

### **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 and to benefit from the services and activities available to all students..

For further information regarding services for students with disabilities, please contact Director of Pupil Personnel and District-wide Section 504/ADA Coordinator, Dr. Kristin Campione, at (978) 355-2055.

## 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 @qrsd.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.
- 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.
- I/we understand that the school may use electronic means to identify the physical location of any school-owned device at any time.
- My signature below is confirmation that the device I am receiving is in working condition and in 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.

## **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.

### **Cancellation of School**

School cancellation/delayed openings due to severe weather or other emergencies will be announced on the school website [www.qrsd.org](http://www.qrsd.org) and on the following radio and television stations.

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

Please do not telephone radio stations, school personnel, police, or the high school to see if school is canceled.

### **GRIEVANCE PROCEDURES**

Complaints, appeals, and grievances by students/parents relative to Quabbin procedures are designed to be expedited through the use of grievance 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.

### **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 F of this Handbook.

### **LUNCH PROGRAM**

Lunch is offered to all Quabbin students each full day that school is in session at a price determined by the School Committee. The lunch program is optional; students may bring their own lunches to school. Milk is available for purchase separately.

Applications for free lunch, free milk, or reduced-price lunch are available. When applications are completed and submitted, parents and students will be notified as to the decision relative to eligibility.

Students receiving free lunch tickets or reduced-price lunch tickets must use these personally; they must not distribute or sell them to other students. Students sign a "Free and Reduced Lunch Agreement" to this effect and violators will be subject to school consequences for theft under the Quabbin behavior program.

### **MEDIA CENTER/LIBRARY**

The Media Center consists of the library, the classroom in C110, and computer labs in M122, M213, C109, and H203. Hours: 7:00 a.m. to 2:30 p.m. daily except 7:00 a.m. to 3:45 p.m. Wednesdays.

#### **Behavioral Expectations**

- A. All students must sign in at the main circulation desk. Students must have a pass from a teacher to be in the media center outside of a class. During lunch period, students must be inside the media center by the bell. If students wish to leave to go to the cafeteria, they must have a pass signed by a media center staff person. If students wish to go to lunch before using the media center, they must first get a pass from the library.
- B. Everyone is expected to be quiet and courteous in the Media Center in all areas at all times. Quiet talking may be allowed, but loud noises or disturbances will not be tolerated.
- C. Computers and related equipment are provided for use for school-related projects. Students are not permitted to play games during regular school hours. Students must not load any programs on school computers. (Please see the Acceptable Use Policy/Permission Form for regulations regarding the use of the Internet at school.)

#### **Borrowing Materials From the Library**

- A. Books and magazines may be borrowed for three weeks and renewed for another three weeks (unless there is a reserve on the item). There is only a limit on Accelerated Reader books: two per student. There are no fines for overdue materials.
- B. Magazines may be borrowed for a three-week period. If a student loses a magazine, he/she must pay \$2.50, the cost of replacement.
- C. Some reserved books go out overnight only and must be back at 7:00a.m. the next day, before school begins.
- D. A student may borrow a camcorder or camera overnight for a school-related project only. To borrow a camcorder or camera, the student must sign a contract guaranteeing payment for a lost or broken camcorder or camera.
- E. Students are responsible for books signed out in their name. If a book is lost or damaged, the student is responsible for paying for the replacement cost.
- F. Students may use the media center copying machine at no cost for school-related copies only. All students must ask for 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.

In the event that a physical restraint is administered, the parents/guardians will be notified orally within twenty-four (24) hours of the restraint and shall be provided with a written Restraint Report within three (3) school days of the restraint. 603 CMR 46.06.

## **SEARCHES**

The right to search students and inspect a student's property, or school property under the temporary control of a student, is inherent in the authority granted to the School Committee and District administrators. Nevertheless, exercises of that authority by school officials place significant demands upon their judgment in an effort to protect the constitutional rights of the individual students while, at the same time, acting in the best interest of all students and the school system. Searches of students, their possessions, lockers, or student automobiles will be conducted in a way conducive both to the preservation of individual rights and to an atmosphere supportive of the educational process.

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 a reasonable suspicion that a violation of law or school rules has occurred. Whenever a student or student belonging search is conducted (other than a locker search), the following shall apply:

- A. No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred.
- B. Searches shall be conducted with at least two (2) faculty members present; generally, it is encouraged that searches be conducted by administrators whenever possible.
- C. Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. School officials may examine articles of clothing such as pockets, coats, book bags, locker, car, etc.
- D. However, in recognition that right to privacy considerations intensify as a search becomes invasive, no school official shall ever conduct a "strip search" of a student.
- E. Should a student refuse to voluntarily comply with a request for a search, the student may be retained in the Main Office until parents/guardians, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation.
- F. Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.

Nothing herein shall be construed to limit the right of the School Committee or administration to make use of external detecting resources should these become necessary or desirable.

## **STUDENT COUNCIL**

The Student council is the democratic governing body for the student body. It aims to:

1. promote good citizenship and harmonious relations between the student body and administration,
2. improve school morale,
3. provide a forum for student expression,
4. provide orderly direction of school activities,
5. charter school clubs and organizations.

Students are encouraged to take an active interest in their representative organizations.

## **STUDENT INSURANCE**

Quabbin provides for student participation in an insurance plan. Pamphlets describing the plan are distributed early in the school year. We urge students/parents to take advantage of this relatively inexpensive opportunity.

Students trying out for school teams must carry the Student Accident Insurance unless parents notify the school in writing that other protection is carried or that protection is waived.

## **STUDENT RECORDS**

The Quabbin Regional School District complies with applicable Federal and State laws and regulations governing the maintenance of Student Records and the use and disclosure 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 the student may be individually identified. The Massachusetts 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 extracurricular 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 maintained by the District and are not "Student Records" for purposes of this policy and applicable state and federal laws and regulations..

The following is a summary of parent and student rights regarding student records:

*Inspection of Record:* A parent/guardian, or a student who has entered the ninth grade or is at least fourteen (14) years old ("eligible student"), has the right to inspect all portions of the student record upon request. The record must be made available to the parent/guardian or student within ten (10) calendar days of the request, unless the parent/guardian or student consents to a delay. In the event the parent/guardian /student requests copies of the student's record, the District may impose charges for the actual copying costs of said records.

*Confidentiality of Record:* With a few exceptions, no individuals or organizations but the parent/guardian, student, and authorized school personnel are allowed to have access to information in the student record without the specific, informed, written consent of the parent/guardian or eligible 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 one 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 information such as homeroom assignments. Although the District is not required to obtain the parents'/guardians' or eligible student's consent to the disclosure of directory information, parents/guardians and eligible students may request that such directory information not be released without prior consent by notifying the Principal's 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. A student's transcript shall be maintained by the District for a period of sixty (60) years following the student's graduation from high school. The student's temporary record must be destroyed no later than seven (7) years after the student leaves the school system

*Transfer of Records:* It is the practice of the Quabbin Regional School District to forward the complete student record, without the prior written consent of the parent/guardian or eligible student, of any student who seeks or intends to transfer to another school or school district.

*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 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 and student shall be removed from the records provided. Any such records provided to the non-custodial parent shall also 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 to a non-custodial parent pursuant to M.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.

*Authorized School Personnel:* 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/guardian 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 Student Privacy Policy 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 Principal's office.

### **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 the 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 eighteen (18) years old or an emancipated minor under State law.

The Quabbin Regional School District will develop and adopt policies, in consultation with parents/guardians, 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 in 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:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

**TELEPHONE CALLS**

Students wishing to make phone calls must do so before school, during lunch, or after school. Students will not be released from class or detention in order to use the phone. Students will not be called from class to take a phone call except in an emergency. When deemed necessary, telephone messages from parents or guardians will be taken by the school secretary and delivered to the student at a convenient time.

**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 school personnel, students and visitors.

The Federal Pro Children’s Act of 2001 prohibits smoking on and in school property for any school system that receives Federal funding. In addition, the Massachusetts General Law M.G.L. 270 Section 22 also prohibits smoking at all schools. As per M.G.L. Chapter 270, Section 22: any person(s) caught smoking on school property shall be issued a non-criminal citation notice of violation with the fine of \$100 per offense.

The M.G.L. Chapter 270, Section 22, definition of smoking/smoke: the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and inhaled may also apply to e-cigarettes, vapes, vaporizers, and other devices design to for combustion and inhalation. \* Students found in possession of vaporizers containing marijuana/THC shall be subject to possible long-term suspension or expulsion for violation of the District’s controlled substances policy.

This citation will be issued under the Massachusetts General Law through the Barre Board of Health. Once the citation is issued, the pay process is through the Town Clerk’s office in Barre and the appeal process is through the Worcester District Court. Instructions on the process of paying and appealing are printed on the citation. The funds collected go into the Town of Barre’s general fund.

This is a non-criminal citation that goes before a clerk magistrate. However, if the ticket is not paid or appealed within 21 days by the defendant, then a summons to appear before a clerk magistrate will be issued. If the defendant does not appear at that hearing, then they are found responsible for the violation. If it is not paid within 21 days then it defaults into a criminal citation for failure to comply with a court order. This citation could catch up to the violator when it comes time to do business at the registry of motor vehicles or if police need to run license information for any reason.

Quabbin High School administrators have been designated agents of Barre Board of Health to issue the citations and the Barre Health Tobacco Agent will be following up with all citations.

**VISITORS**

All non-school personnel must report directly to the Main Office and state their reasons for being at the school. The registration book must be signed and a "Visitor's Pass" obtained before going to other areas of the building. Citizens of the Quabbin Regional School District are welcomed and urged to visit at any time. Visitors are expected to leave promptly upon completion of their business.

# APPENDIX A

## MASSACHUSETTS LAWS RELATED TO STUDENT CONDUCT

### 1. M.G.L. c.71, §37H – Policies Relative to Conduct of Teachers or Students: Student Handbooks

In accordance with Massachusetts General Laws Chapter 71, Section 37H:

(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.

### 2. M.G.L. c.71, §37H ½ - Felony Complaint or Conviction of Student Suspension: Expulsion; Right to Appeal

(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 a 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 a 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.

3. M.G.L. c.71, §37H  $\frac{3}{4}$  - Suspension or Expulsion on Grounds other than Those set forth in Secs. 37H or 37H  $\frac{1}{2}$

(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 disciplinary actions for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a disciplinary action until other remedies and disciplinary actions 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.

4. M.G.L. c.71, §37L – Notification to School Personnel of Reporting Requirements for Child Abuse and Neglect and Fires; Reports of Students Possessing or Using Dangerous Weapons on School Premises, Transferred Students’ School Records

Section 37L. The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student’s possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

## **APPENDIX B**

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

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

Revised: June 1979; July 1982; February 1991; January 1994; March 1999; June 2004

# 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 retained in the Principal's office 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 witnessed by a staff member may be sufficient evidence to establish that a person has been in possession of and has made use of a controlled or dangerous substance (is under the influence) for the 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 subject to a short-term suspension from school of ten (10) days or less..

### 2. POSSESSION

Any student enrolled in the Quabbin Regional School District who is in possession of a controlled substance will be subject to long-term suspension or expulsion from school in accordance with M.G. L. c. 71, § 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, will be subject to possible long-term suspension from school. .

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 be subject to a long-term, out-of-school suspension.
5.           SUSPENSION AND EXPULSION  
Prior to the suspension or expulsion of any student for possession of a controlled substance, the student shall be provided with due process in accordance with the requirements of applicable laws and regulations. *See* Disciplinary Due Process section of this Handbook.
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 will be subject to suspension from school for ten (10) school days or less.
2.           POSSESSION  
Any student enrolled in the Quabbin Regional School District who is in possession of a dangerous substance will be subject to a long-term, out-of-school suspension of up to ninety (90) 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 subject to possible long-term suspension from school. . . 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 will be subject to a long-term, out-of-school suspension of up to ninety (90) 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 will be subject to a long-term, out-of-school suspension of up to ninety (90) 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 will be subject to long-term, out-of-school suspension.
7.           SUSPENSION  
Prior to the suspension of any student for possession, distribution, or use of a dangerous substance, the student shall be provided with due process in accordance with the requirements of applicable laws and regulations. *See* Disciplinary Due Process section of this Handbook.

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 students and/or parents in a substance abuse group or individual counseling program with either an outside or In-school agency and/or group.
- Social probation (exclusion from all extra-curricular activities and programs) for a specific time period.
- 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.
- Voluntary community service work with local civic organizations.
- Other sanctions as determined and outlined by the Administrative Team\*

\* The Administrative Team will consist of at least three (3) 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 , in cases involving possession of a controlled substance, 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 substances may be suspended in accordance with the procedures described herein and may be subject to further disciplinary action, up to and including, in cases involving possession of a controlled substance, 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 (2) staff members will be present and witness the confrontation and confiscation of possessions.

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 exists.

3. 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.
4. 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.
5. 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.
6. If a preponderance of evidence exists that a violation did occur, the student may, under certain circumstances, be immediately suspended on an interim, short-term basis for a maximum of ten (10) school days pending a formal hearing to consider the student's long-term suspension or expulsion in accordance with M.G.L. c. 71, § 37H.
7. 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.
  - a) Any 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 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.
  - c) Students who refuse the test will be denied entrance to the event and detained until parents/guardians arrive to remove them.
  - d) 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 will be subject to out-of-school suspension.
  - c) A student who is determined to be under the influence as described herein and who refuses the test will be detained and will be subject to out-of-school suspension.

##### **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**

### **ANTI-HAZING STATUTE M.G.L. c. 269, §§ 17-19**

#### **Massachusetts 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 willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

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 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 healthcare 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 reappear 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
  - l. 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

## **APPENDIX F**

# **EMPOWERED DIGITAL USE POLICY IJNDB**

### **Purpose**

The Quabbin Regional School District School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking

knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

## **Availability**

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

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

## **Administrative Procedures for Implementation**

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:

- Commercial use of the system/network is prohibited.
- The district will provide training to users in the proper use of the system/network.
- The district will provide each user with copies of the Empowered Digital Use Policy.
- Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the Director of Technology.
- Access will be granted to employees with a signed access agreement and permission of their supervisor.
- Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
- Initial passwords provided by the network administrator should be set to expire on login.
- Passwords may be changed periodically
- Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
- Students completing required coursework will have priority for after-hours use of equipment.
- Building administrators or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
- Building administrators or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network. All such agreements are to be maintained in the student record.
- Building administrators or their designee will ensure that training is provided to users on appropriate use of electronic resources.
- The Director of Technology 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.
- The Director of Technology or their designee shall be responsible for establishing appropriate retention and backup schedules.
- The Director of Technology or their designee shall be responsible for establishing disk usage limitations, if needed.
- Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
- The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
- System users shall not engage in activity that is defined as "hacking", whether local to the district or involving systems outside the district while using systems owned by the school district.
- System users shall not use another user's account.
- System users should purge electronic information according to district retention guidelines.
- System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administrative procedures.
- 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.
- Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
- 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.

- Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
- Forgery or attempted forgery is prohibited.
- Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
- System users shall not use the District system/network to engage in bullying, harassment or retaliation in violation of District policies.
- Pretending to be someone else when sending/receiving messages is prohibited.
- Transmitting or viewing obscene material is prohibited.
- Revealing personal information (addresses, phone numbers, etc.) is prohibited.
- 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.
- Email or other transmissions containing personal content between students and staff is inappropriate and should not be utilized.

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.

*Adopted June 26, 2018*

**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 High 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.

Finally, to the extent that potential disciplinary sanctions are identified in this Handbook, District administrators shall exercise the authority and discretion to impose greater sanctions and consequences for severe or egregious violations of school rules and/or District policies. Any such sanctions shall, however, be consistent with any limitations imposed thereon under applicable state and federal statutes and regulations.

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