

# QUABBIN REGIONAL HIGH SCHOOL

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## **Student Handbook: A Guide For Behavior And Academic Success** 2009 - 2010 School Year

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Marilyn J. Tencza, Principal  
800 South Street  
Barre, Massachusetts 01005  
Phone: 978 355-4651 Fax: 978 355-0163  
Website: [www.grsd.org](http://www.grsd.org)



A member of the Quabbin Regional School District

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## ACCREDITATION STATEMENT

Quabbin Regional High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, 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 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 MISSION/VISION/GOALS/VALUES

### VISION

#### Preparing For a Lifetime of Learning

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

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

### GOALS

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

- A. MASTERY OF THE LANGUAGE ARTS OF READING, WRITING, AND SPEAKING, ALONG WITH THE INTELLECTUAL SKILLS OF LOGIC AND MATHEMATICS. These are the indispensable tools for the pursuit of lifelong learning.
- B. IN DEPTH STUDY OF THE NATURAL AND BEHAVIORAL SCIENCES, THE ARTS AND HUMANITIES AS THE BASIC WAYS OF UNDERSTANDING OUR WORLD AND US. The emphasis here is on the principles and methods that define these as disciplined modes of inquiry. These provide the standards of truth to guide the pursuit of lifelong learning.
- C. A SERIOUS ENGAGEMENT WITH THE TOOLS AND TECHNIQUES OF RESEARCH.

It is important to understand the methodologies leading to new knowledge in the basic disciplines. It is just as important to be able to locate what's already known. Today, too much information has become as crippling as too little. Students must learn to navigate through libraries and computer networks to the primary and secondary sources that bear upon the questions that drive their learning, and then analyze and evaluate what they find there.

- D. AN UNDERSTANDING THAT LEARNING IS A MATTER OF MEANS - NOT ENDS, A SET OF TOOLS AND TECHNIQUES FOR SOLVING NEW PROBLEMS, NOT THE RECOLLECTION OF OLD SOLUTIONS. Learning must be placed in the context of life and experience to be pursued lifelong.
- E. A COLLABORATIVE APPROACH TO BOTH TEACHING AND LEARNING THAT RECOGNIZES THE COMPLEXITY OF REAL-LIFE PROBLEMS AND THE RISK OF ONE-SIDED SOLUTIONS. Interdisciplinary studies, cooperative learning, internships, and student activities all model the learning students will pursue lifelong through the communities they join.
- F. AN EMBRACE OF OPEN INQUIRY AND OPEN MINDS. The enemies of lifelong learning include uncritical acceptance of authority and past practice, the fear of new ideas, and intolerance of differences. Each shuts the door to possibilities. Where assumptions are questioned and biases challenged creativity and innovation flourish. Where diversity is embraced, the community of learning grows.
- G. AN ATMOSPHERE OF CARING AND RESPECT. A love of learning is needed for it to become a lifelong pursuit, and love cannot grow where care and respect are absent. When safety becomes an issue, the community itself is at risk and all our goals are imperiled. Personal safety and well-being cannot be compromised. Care for others' feelings and respect for others' differences are expected of everyone.
- H. A SPIRIT OF COOPERATION, NOT COMPETITION WITH OTHER KEY INSTITUTIONS IN THE LIFE OF OUR STUDENTS. Families, civic and religious organizations, private employers and public providers, and other educational institutions all need to have their unique contributions respected so that we can remain focused on what we do best - developing young minds and lifelong learners.

## **VALUES**

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

### **INTELLECTUAL VALUES:**

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

### **COMMUNITY VALUES:**

- 1. We believe that diversity in all its forms enriches our community of learning.
- 2. We believe that care is what sustains us in our common pursuits - care for our own and others' uniqueness, consideration for one another's feelings, and concern for those who need our help and understanding.
- 3. We believe that respect is the basic requirement for whatever community we hope to achieve
  - respect for the truth, which is honesty;
  - respect for difference, which is the essence of diversity;
  - respect for one's self, which is the foundation of our human dignity;
  - respect for each other's person and property, which is a matter of law;
  - and a respect for the rules and the authority that govern our community, for without these there is lawlessness, and no community.
- 4. And finally, we believe that educating the members of our community to the importance of these values is essential to our

mission, hence implicit if not explicit in everything we do.

## **Quabbin Regional High School Mission/Core Values and Beliefs/Learner 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, lifelong learners who are responsible and resourceful citizens in a global society.

### ***Core Values and Beliefs***

- We believe that all students should have access to a quality education, empowering them to achieve their full potential.
- We believe that school should be a safe, nurturing and accepting environment.
- We believe in collaboration among school, home and community.
- We value learning as a life-long process.
- We value civic, social and environmental responsibility.
- We value dignity, honor and respect for all.

### ***Learner Expectations***

- The Quabbin Regional High School student demonstrates problem solving skills.
- The Quabbin Regional High School student is an active learner.
- The Quabbin Regional High School demonstrates good citizenship.
- The Quabbin Regional High School student is an effective communicator.

### **DISCLAIMER**

The laws, School Committee policies and school rules 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.

## **STATE AND FEDERAL LAWS CONCERNING STUDENTS AND EDUCATION**

### **TITLE IX: NONDISCRIMINATION ON THE BASIS OF SEX**

It is the policy of the Quabbin Regional School District School Committee not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of 1972 Educational Amendment. Inquiries regarding compliance with Title IX may be directed to Title IX Coordinator, Superintendent of Schools, Barre, Massachusetts (978-355-4668), or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

#### **Harassment**

It is the policy of the Quabbin Regional School District that all persons associated with the School District, including students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Any student who engages in harassment while acting as a member of the school community will be in violation of this policy.

#### **Sexual Harassment**

For purposes of this policy, sexual harassment is any unwelcome or other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive educational environment.

#### **Criminal Harassment**

Pursuant to Massachusetts General Laws Chapter 265, Section 43a criminal harassment is defined as:

*A willful and malicious deliberate pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person, to suffer emotional distress.*

## 504 Plans

Students who have a permanent or temporary disability may be eligible to receive special accommodations for their disability. The student's disability must substantially impact his/her ability to function at school and to access the curriculum. A meeting with the Section 504 team, chaired by the guidance counselor, is required before a 504 plan can be developed and implemented. The high school 504 coordinator is Mark Pellegrino.

## Special Education Services

Quabbin Regional High School provides Special Education Services for students as defined by Massachusetts State Regulations. For further information regarding the Special Education program contact Jason Newton, Director of Pupil Personnel at (978) 355-2055.

## Nondiscrimination

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 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.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; and will apply to race, color, sex, religion, national origin, sexual orientation, economic status, political party, age and handicap.

## Civil Rights Violations

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

Massachusetts General Laws Chapter 22C, Section 32 defines "hate crime" as 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. This behavior includes, but is not limited to the following:

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

## 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, harm to friends or family, etc.
3. If the investigation shows that such threats were made, then the following may occur:
  - A. Demerits or other penalties allowed by existing policy;
  - B. Institution of a School Safety Plan (part a: Stay Away Order, part b: Victim Safety Plan, & Memorandum of Agreement) as appropriate;

- C. Suspension for up to 10 (ten) school days as allowed by existing policy;
- D. Involvement of the local police as appropriate;
- E. Referral to discipline council for disciplinary action, including but not limited to, a suspension of an additional 20 (twenty) school days for a maximum of 30 (thirty) school days;
- F. Referral to school committee for an exclusion hearing.

Policy adopted: December 12, 2002

## **Student Records**

The practices of the Quabbin Regional School District are intended to honor and comply with both Federal and State Regulations governing Student Records and the use of information contained therein. Such regulations identify clear rights for parents/students in matters of access to student records, interpretation of data, amending or adding to records, designating release of records to third parties, and copying of records.

As of 1998 Massachusetts law (General Laws Chapter 71, Section 34 H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the Principal.

## **FERPA: Educational Rights and Privacy**

The Family Educational Rights and privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

## **No Child Left Behind Act**

The new federal law, No Child Left Behind Act (NCLB), contains a provision regarding the disclosure of secondary students' names, addresses, and telephone listings to military recruiters and institutions of higher education. Therefore, in compliance with the law, the school will release the required information when it is requested, unless the parent or eligible student objects to such release. Parents or students who do not wish to have their information released, must make their request to the Principal in writing, by submitting the military/higher education release form found on page 37 of the student handbook. If you have any questions or concerns, please feel free to contact the office.

## **Law Prohibiting the Practice of Hazing**

Chapter 536 of the Acts of 1985 (also known as Massachusetts General Law Chapter 269, Section 17-19) makes it a crime to participate in or organize hazing, or for a person at the scene of such a crime to fail to report the incident. A copy of Chapter 536 will be issued to every group or organization.

## **Grievance Procedures**

Complaints, appeals, and grievances by students/parents relative to Quabbin procedures are designed to be expedited through the use of appeal procedures established by the Quabbin Regional School District. Copies of regulations and procedures are available

by contacting the Principal or Superintendent. Questions and inquiries are both encouraged and welcomed.

## **No Smoking Regulations**

**Section 36 of The Education Reform Act of 1993 states that the use of tobacco products is forbidden on school grounds or school buses. No person may make use of tobacco products in the building, on school grounds, or on a school bus.**

## **MGL Chapter 71: Section 37H**

### **Publication of School Committee Rules and Regulations relative to the conduct of teachers and students**

**Section 37H.** The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding and general or special law to the contrary, all student handbooks shall contain the following provisions:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, 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) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

### **Section 37H½: Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal**

Section 37H½. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision

on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

### **Asbestos Hazard Emergency Response Act of 1986 Notification**

TO: Families and Staff of the Quabbin Regional School District  
FROM: Sue M. Gee, Superintendent of Schools

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):

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.

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.

## **ATTENDANCE INFORMATION/PROCEDURES**

As a school, we feel 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.

Regulations have been implemented that will establish the value and significance of the classroom in clear and unmistakable terms, regulations which are easy to understand, which place responsibility for attendance upon the parents and students, instead of upon staff.

Under the Federal "No Child Left Behind" Law, schools are now being held accountable for ensuring that their students attend school. The Commonwealth of Massachusetts and the Quabbin Regional School District are mandated to closely monitor all school attendance and enforce all laws and policies that require student attendance at school.

There will be an Attendance Review Team (ART), comprised 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 before the ART team for further discussion if the situation warrants. Any student who exceeds 10 absences, whether they be excused or unexcused, may automatically 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:

- Referral to Academic Council
- Referral to Discipline Council
- Suspension or other disciplinary action for truancy
- Police intervention
- Referral to Juvenile Court for Truancy Petition

Attendance information is communicated eight times per year through progress reports and report cards. In some cases, additional attendance letters will be generated and sent home during the course of the school year.

Definition: 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

are encouraged to miss class for other conflicting educational reasons which are approved by the school (e.g. field trips, athletics, music, assemblies, guidance and health matters.)

The following regulations are applicable to school attendance (absences, tardiness to school, early dismissals, truancy) and unauthorized class absence ("cutting") and are not intended to apply to any instances of "sanctioned" student absences from class. The following circumstances will be considered "excused" reasons for not being present in school during a scheduled school day. These apply when a student is tardy, dismissed or absent.

- Serious illness with a note from a doctor
- 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 absences due to illness with written verification from a doctor and written notes from a parent/guardian
- Court appearance with documentation from the court
- College visits as PRE-approved by the guidance office
- Out of school suspensions

#### A. Tardy to School (Per Semester)

It is vital that the school knows who is in the building at any given time. Attendance must be accurately taken during the homeroom period. Therefore, any student who comes to school after the homeroom bell at 7:15 a.m. must report to the front office immediately upon their arrival to receive an attendance slip. Students who fail to follow this procedure will be given 5 demerits.

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

- 1<sup>st</sup> - 3<sup>rd</sup> Offense: no consequence
- 4<sup>th</sup> - 6<sup>th</sup> Offense: lunch detention
- Thereafter, discipline may include (but is not limited to): creation of an individualized attendance plan, revocation/suspension of parking permit, after school detentions, C.H.I.N.S., lunch detentions, demerits suspension (in/out of school) and or social suspension.

#### B. Tardy to Class

Students who report late to class of their own accord, but are less than 5 minutes late will receive 2 demerits. Students who report late to class of their own accord, but are 5+ minutes late to class, will receive 5 demerits.

#### 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 may be suspended.

#### 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 Regulations

1. **Class cutting** will be dealt with as a disciplinary matter and demerits assigned when appropriate. Habitual class cuts may result in suspension.
2. **Notes to excuse a tardy** to school must be received within 3 school days of the tardy arrival. Extensions to this rule may be made by the Deans of Students in situations that they feel merit the extension.
3. **Tardiness** will only be excused for significant reasons. **No general notes excusing a student for being late will be accepted.** All excuses for tardy arrivals must be for legitimate, documented reasons where circumstances that could not be avoided caused the student to be late. A continued pattern of tardy arrivals may require additional documentation in order to have them excused.
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.
5. Students **may not attend** extra curricular activities on days when they have been absent from school.
6. Students **late to school** (after homeroom bell) are to report directly to the Main Office to obtain an admittance slip. Failure to report to the Main Office will be a demerit offense.
7. Failure to **report to class immediately** upon receiving an admittance slip will be treated as a 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.
9. **Make-up Work:** Any work missed due to excused absences must be made up per departmental policies established for this purpose regardless of any academic penalties imposed. Members of the staff have no obligation to permit make-up work when the student cuts class or fails to check with the teacher prior to an absence which would otherwise not be excused.
10. 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.
11. **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.
12. **Student Activity Eligibility:** Students must be in attendance for 3 of the 4 periods held each day in order to be eligible for participation in any student activity (co-curricular or athletic) that afternoon, evening or weekend. For example: a student who arrives at 8:50 a.m. must stay until the end of the day (attend 3 full classes) to be eligible for any after school student activity. Exceptions to this rule may only be granted by the Athletic Director or Principal. This regulation applies to all

student activities, with the exception of the junior prom and senior dinner dance when they occur on a school day. If the junior prom or senior dinner occurs on a school day, students are only required to attend two full consecutive blocks to allow them adequate time to prepare for the evening event.

13. If a student has 3 or more consecutive excused absences, the student may request that teachers compile the class work and homework they missed. Students must contact their guidance counselor 24 hours in advance to make a homework request. Further requests due to extended absences will only be granted upon the school's receipt of completed work.

**A student will have 5 school days from the date of the absence to provide the necessary information (doctor's certificate, etc.) to the principal's office for sanctioned absences. 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.

## 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 the second and fourth marking periods, in order to be eligible a student must secure a passing grade in both the term and the semester in all subjects.
- C. If a student fails a second semester 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. If a student fails the fourth quarter only, and passes the course for the semester, then to regain eligibility that student will be eligible to take either a summer school, night school, or online course (in accordance with the rules stated under "Failed Courses"). A new course will be added to our data base entitled "Summer School/Term 4 Athletic Eligibility." This course will show a 4<sup>th</sup> quarter grade and a semester grade, but will not generate any credits. The grade earned in the external course will not impact the computed GPA. The original failing grade will remain, but the transcript will also reflect this summer school course.
- E. 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.
- F. 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).
- G. 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 |
| Varsity Cheerleading              |                                      |                         |
| 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.

| Clubs    | Groups    | Organizations           | Teams                           |
|----------|-----------|-------------------------|---------------------------------|
| Drama    | JETS      | Yearbook                | Envirothon                      |
| Spanish  | Link Crew | National Honor Society  | Math                            |
| Chinese  |           | GSA                     | NJROTC Drill                    |
| Classics |           | Model UN                | NJROTC Academic                 |
| French   |           | Blue & Gold Key Society | NJROTC Marksmanship             |
|          |           | Best Buddies            | NJROTC Color Guard              |
|          |           | Student Government      | Athletic teams listed on page 8 |
|          |           | Model Congress          |                                 |

## 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.

## 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 not authorized for student use shall be assigned demerits or be suspended 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.**

## PASS SYSTEM

*Students leaving class or an assigned area, must have a signed pass in their possession.*

### SIGN OUT SHEET

Each classroom teacher shall have and maintain a sign-out sheet, in addition to, the Teacher's Permanent Pass card. The sign-out sheet will record the student's name, sign out and sign in times. Each teacher will save and file these sheets.

### PASS FROM LUNCH

No student shall be allowed to leave the cafeteria without a Permission Slip. (Exception: Use of the telephone with the door monitor's permission.) No student will be allowed in late without a pass.

### ACTIVITY PERIOD PASS

No student shall leave the classroom for activity period unless they show the teacher an activity pass issued by a classroom teacher or activity/club advisor. Students must sign out on the classroom sign out sheet before leaving. It is the teacher's privilege to deny a student's leaving for an activity if the student needs to be in the classroom due to grades, missed work or testing.

### PERMISSION SLIP

If students desire to meet with a teacher, or administrator during the school day, they must request a pass from that person for a specific time. Once the Permission Slip is obtained, it is to be presented to the student's supervising teacher or monitor to get permission to leave for the appointment. Students are not to leave scheduled areas to keep appointments without presenting a Permission Slip. Failure to report to the area designated on the pass will be treated as a cut.

## ACTIVITY PERIOD

Activity periods are held approximately once a month. During the designated activity period, students may be excused from class to attend activity meetings or see a teacher for extra help or make-up work. Students must have an activity membership card or a pass from the teacher and must sign out. Classroom teachers should provide meaningful academic work for the students in their classes who are not attending an activity.

Teachers should not penalize students who attend activities by presenting important course material during the part of the period

when students may be excused for attendance at activities.

Teachers may refuse to allow an individual student the privilege of leaving class for an activity if the student is not doing well in the course or if the student owes make up work. Activity periods rotate through the four classes.

## AFTER SCHOOL DETENTIONS

Any teacher or staff member may require students to stay after school for a disciplinary and/or academic reason. This may mean that the student is to report directly to the teacher/staff member. Failure to stay after school for a detention will result in:

- 1<sup>st</sup>- 2<sup>nd</sup> offenses: Serve the original detention and an additional office detention
- 3<sup>rd</sup> offense & thereafter: Suspension from school—repeated offenses will result in longer suspensions

**Teachers must give students 24 hours notice of a detention so travel arrangements can be made.**

## SATURDAY DETENTIONS

Administration may use Saturday detentions at their discretion in lieu of after school detentions or suspensions. Dates and times of Saturday detention would be assigned by an Administrator. Failure to report to an assigned Saturday detention may result in a suspension.

## PROCEDURES FOR AFTER SCHOOL

- A. Students should only remain after school after having made prior arrangements with a staff member. Teachers may give disciplinary or academic retention.
  - 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 sent to an administrative detention area and assigned five (5) demerits for being in an unauthorized area.
- 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 will receive consequences, up to and including suspensions, demerits and detentions.
- D. After school privileges may be limited or suspended due to academic or disciplinary reasons.
- E. To board the late bus, students must have a pass from the supervising adult.

## 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 latitude for 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 policy and/or regulation. Administrators will abide by the following guidelines in the management of both the demerit system and student suspension from school.

- Official Suspension - immediate in-school or out-of-school suspension authorized by the administration in cases where such suspension is deemed appropriate.

## DEMERIT SYSTEM

**All students and parents have the right to appeal an action of discipline. In order to request an appeal, the parent/guardian needs to complete the Discipline Appeal Form. In the completing of the form, parents/guardians will need to explain in detail the reason for the appeal. Completed forms should be returned to the Principal.**

## CHARACTERISTICS/LEGAL CONSIDERATION

A demerit system will be used to meet specific student discipline needs and will be developed to include the following characteristics:

**A. Communication:**

All concerned parties will have an opportunity to be heard, and will be informed at appropriate times as to the disposition of

the matter. Specifically, student, teacher and administrator will be involved in an initial hearing through the medium of the "Behavioral Referral Form". The student will be notified immediately of any disciplinary decision and the decision will then be communicated in writing to the teacher. In addition, parents/guardians will be notified at scheduled intervals and/or for specific offenses.

**B. Legal Considerations:**

The primary elements of due process will be an integral part of the system. Specifically:

**Notice:** Students will be given a general notice describing offenses, as well as a specific notice and/or description of violations. The demerit system will be clearly and specifically outlined for students prior to the opening of the school year and students will always be given the opportunity to discuss with an administrator any violations reported by a staff member.

**Hearing:** Students will be given an opportunity for a hearing prior to punishment. Each time a demerit offense is alleged, a student will not only be allowed to read the teacher's statement regarding his/her actions, but also will be given an opportunity to react to the charge both verbally and in writing.

**Appeal Process:** The hearing administrator will function as an appeal agent, if a student refutes the teacher's charge. In addition, when an accumulation of demerits results in suspension, the student will have the right of appeal to the principal as provided for by policy.

**C. Assignment of Demerits:**

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

- Discussing unacceptable behavior with student
- Notifying the students' parents/guardians of the problem; and/or
- Assigning an after school teacher detention. If such approaches have not proved successful, a behavior referral will be made to the administrator and the resolution of the discipline situation will become a matter of administrative concern.

**BEHAVIORAL REFERRAL PROGRAM**

**A. Disciplinary action shall be taken according to the following format:**

|  |   |
|--|---|
| 2 Demerits   | Late to class: less than 5 minutes<br>Open beverage container/food excluding approved water bottles*.<br>*Students may bring approved water bottles to class. An approved water bottle is a bottle that is closed, transparent, and appropriate for water. Glass containers are not approved.<br>Restrictions: Students may consume water ONLY. Students may not bring water bottles containing any other beverage (including sports drinks) to class. At the discretion of individual teachers, additional restrictive guidelines may apply for the use of water bottles in special areas denoted by the teacher, such as but not limited to, science laboratories, computer laboratories, the media center and the auditorium. Teachers will explain modifications to this policy in their Course Expectations, or clearly post modifications in the restricted area. |
| 3 Demerits   | Misconduct  |
| 4 Demerits   | Inappropriate language<br>Deceit, written or verbal<br>Plagiarism/Cheating  |
| 5 Demerits   | Tardy to class: 5 or more minutes late<br>Insubordination<br>Unauthorized area  |
| Referral to Administrator<br>for School Suspension | Harassment<br>Disrespect to staff<br>Cut Class: the attempt to skip a class<br>Malicious destruction of property/ Defacing school property<br>Leaving school property without permission<br>Smoking/possession of tobacco products<br>Fighting and other physical violence<br>Use or possession of drugs<br>Failure to report to HR teacher during building evacuation<br>Any illegal activity  |

**B. Demerit Accumulation:**

Accumulation of demerits will bring the following consequences:

**6 demerits:** 1 Office Detention and letter sent home regarding specific offenses

**12 demerits:** 2 Office Detentions

**15 demerits:** Second letter sent home regarding specific offenses /parent meeting

**18 demerits:** 1-day internal suspension

**24 demerits:**

- 2-day external suspension
- Possible School Discipline Council Hearing for regular education students
- Possible Team Meeting for students with special needs

**30 demerits:**

- 3-day external suspension
- 3rd letter sent home regarding specific offenses
- Student restricted from participating in all extra-curricular activities (social suspension)

**36 demerits:**

- 4-day external suspension
- Possible School Discipline Council Hearing for regular education students to develop a comprehensive, individualized discipline plan
- Possible Team Meeting for students with special needs to develop a comprehensive, individualized discipline plan

**Every 10 Subsequent Demerits:** Letter sent home regarding specific consequences and offenses.

**C. Students are encouraged to be good school citizens.**

The merit system is designed to encourage positive behavior around school. Any student can apply for merits upon meeting the following requirements:

1. Once 15 school days in attendance have passed from the date of the last offense of consequences, and there *are no further offenses of consequence* (i.e. demerits, detentions, suspensions), up to four demerits will be removed from the student's discipline file.
2. A student must initiate merit consideration by filling out the appropriate form in the Main Office after meeting the requirements above.

## IN SCHOOL SUSPENSION

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

- A. Students will report directly to the main office at the beginning of the high school day. Attendance will be reported to the Main Office by the supervising monitor.
- B. Students will be confined to the room for the duration of the school day. Students will not be excused from the room for any reason. Of course, any serious health situations will be dealt with by the administrator who shall be called to the In-School Suspension Room to deal with such matters.
- C. Students will be required to work on materials provided by academic teachers; supervising teacher will inform individual teachers whenever more work is necessary or whenever the teachers' input is requested by the student.
- D. The rules for student behavior are as follows:
  1. All books and writing materials will be brought to the in-house detention room in the morning.
  2. Students are not permitted to have conversations with other students.
  3. Students may not leave their seats without permission of the supervisor.
  4. Students may not sleep or rest their heads on the desk.
  5. Time must be spent on schoolwork that must be given to the supervisor at the end of the school day.
  6. Students must sit in desks in the appropriate manner (desks and chair legs on the floor).
  7. Students may not eat in the in-house suspension room except during lunch period.
  8. Regular classroom rules will apply to the in-house suspension room: students will raise their hand to ask a question and remain in their seat.
  9. To receive additional work from a teacher, students must request a student request form from the supervisor.
  10. Any infraction of the rules can result in additional days of in-house suspension or out-of-school suspension.
  11. Students will be notified of any change in these rules that may occur due to unforeseen circumstances.
- E. Students are denied participation in all extra/co-curricular activities whether held during the day or after school during the period of suspension. The period of suspension begins on the day the student reports to the in-house suspension room and ends at midnight on the day when the student has completed suspension.
- F. Any student who leaves the In-School Suspension facility without permission and/or against the specific request of the monitor may be suspended out of school and not allowed to return to school without his/her guardian. Upon return to school with his/her guardian, the student will meet with an administrator and will be returned to the In-School Suspension Program until all assigned time has been properly served.
- G. If a student leaves the In-School facility without permission a second time, he/she will be suspended from school until a School Discipline Council hearing can be scheduled to review a serious disciplinary situation. At this hearing, the Discipline Council will decide what disciplinary action shall ensue.

## STUDENT PROBATIONARY STATUS FOLLOWING EXCLUSION

- A. Students who are excluded as a consequence of demerit accumulation may be allowed to return to school the following year. Upon returning, however, students may re-enter on a clearly defined probationary basis which provides that upon the accumulation of a pre-determined number of demerits or any non-demerit referral for suspension, said student must appear before the High School Administrative Team for an initial hearing and will be readmitted on an extended probationary basis, the specifics for which shall be determined by the Team.  
Upon violation of the probationary conditions set by the Team, the student's guardians are notified that the extended probation has been violated and that the student is excluded on the basis of the previous Team hearing. Parents/guardians are offered the right to another hearing to discuss subsequent incidents and/or alternatives outside the school. This hearing is held only if requested by the parents/guardians.
- B. The academic status of students who are recommended for readmission in September, following a disciplinary exclusion the previous school year, will be evaluated prior to the re-entry by the Administrative Team.
- C. Students who have accumulated 36 demerits for two (2) years in succession will re-enter Quabbin the following year on probationary status as described above.
- D. Readmission is not to be construed as an automatic right, but rather will be considered only after a formal request, in writing, has been made by the parent/guardian to the principal. Readmission will become official only upon vote of the Quabbin Regional School District Committee.

## SUSPENSION FROM SCHOOL

Serious offenses such as fighting, assault, drug/alcohol use, distribution or possession of drugs, possession of weapons (guns, knives, etc.) possession or use of firecrackers, making bomb threats, extreme vandalism, sexual harassment, criminal harassment, hate crimes, etc. will result in immediate suspension of the student. ANY suspension from school precludes attendance at ANY after school function. In all such cases, parents will be notified and parent/administrative conferences arranged if requested by either party. Also, parents/students will be informed of their rights and due process will be followed. In all cases which involve a violation of State/Federal Law, the school has the legal obligation and responsibility to notify the local police departments.

Copies of the Quabbin Regional School District policies dealing with suspension for drug use/possession are available, upon request, in the Main Office, the school library or on our website for examination.

**Gross disrespect to a staff member** shall result in a student being placed on **immediate school suspension**.

**Hazing** - any student determined to have been involved in a hazing incident will be suspended from school.

**Throwing objects over the cafeteria railing** may result in a suspension of at least one day.

## DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- A. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "disciplinary change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During days of disciplinary exclusions exceeding ten (10) school days in a single school year, special education students have the right to receive services necessary to provide the student with a free appropriate public education.
- B. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan and, where appropriate, conduct a functional behavioral assessment.
- C. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary change in placement was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- D. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

## SCHOOL COMMITTEE POLICIES

### POLICY JGD REGULATIONS/ STUDENT SUSPENDED FROM ATTENDANCE

Temporary suspension and permanent exclusion from attending school negate the purpose for public education. They may also violate the rights of individuals under law if not utilized with proper due process procedures. For these reasons the School Committee regards compulsory removal of a student from attendance as an extreme penalty **which shall be exercised only in cases of a serious nature as determined by the administration**. Such a measure may also be justified when it is in the best interest of the students and the school.

The administration establishes and follows regulations and procedures necessary to manage the school effectively. It resorts to suspension only as a final and/or necessary action. In cases of suspension, the following process and procedure is to be followed:

#### **A Class Suspension**

- 1) Temporary class suspension may be exercised by the administration and may not exceed one class session. The cause is to be reported by the teacher to the Administration in writing as soon as possible.
- 2) Permanent class suspension may be authorized by the Administration after a full investigation and after parents and students have had the opportunity to be heard. When permanent suspension from class is authorized, the cause shall be furnished to the parents in writing. A copy will be filed in the student's record. Nothing herein shall prevent an administrative transfer of a student from one class to another to improve the problem.

#### **B School Suspension**

- 1) Demerit Suspension may be imposed by the Administration upon accumulation of demerits by a student in accordance with the Quabbin Regional Middle/High School Merit/Demerit Program suspension procedure.
- 2) Official Suspension may be imposed by the Administration in cases involving violations of the alcohol/drug policy as prescribed by the School Committee Policy.
- 3) Official suspension may also be imposed by the Administration in all cases where the seriousness of the infraction warrants immediate in- or out- of- school suspension.

#### **C Due Process Considerations**

- 1) Students shall be granted the right to an informal hearing with an Administrator, which shall consist of oral or written notice of the charges against him/her, and if charges are denied, an explanation of the evidence supporting said charges. The student shall also be granted the right to present his/her side of the issue.
- 2) In suspensions based upon accumulation of demerit violations, the above rights shall have been granted each time demerits were imposed.
- 3) A student whose presence poses a continuing danger to persons or property or a continuing threat to disruption of the academic process may be suspended immediately. In such cases, however, the necessary notice and informal hearing should follow as soon as possible and practicable.
- 4) In all cases of suspension (demerit or official), parents and students shall be notified in writing and shall be given a copy of Policy JII, Student/Parent Grievance Procedures. An explanation of appeal procedures cited in this policy will be offered.
- 5) The Administration shall not suspend any student for more than ten (10) consecutive school days without a formal School Committee hearing to determine the appropriateness of such action, **except when established policies or regulations specify penalties for cited misconduct to be greater than ten (10) consecutive school days (i.e. Drug/Alcohol Policy).**

#### **D Other Considerations**

- 1) Both the Superintendent of Schools and the School Committee shall be informed of school suspensions at the meeting following such action.
- 2) In cases where official suspensions have been imposed, it shall be the responsibility of the school staff to make course assignments available to the suspended student during his/her time of absence. The suspended student, however, will not be allowed to take part in extra-curricular or co-curricular activities during the period of his suspension.

### **POLICY JGD REGULATIONS/ LONG TERM SUSPENSION: MORE THAN TEN (10) CONSECUTIVE SCHOOL DAYS**

The Administration shall not suspend any student for more than ten (10) consecutive days without a formal School Committee hearing to determine the appropriateness of such action, **except when established policies or regulations specify penalties for cited misconduct to be greater than ten (10) consecutive school days (i.e. Drug/Alcohol Policy).**

In conjunction with his/her rights, students and parents are advised that the following components of procedural due process will be provided:

- the right to adequate notice and time to prepare for the hearing
- the right to call witnesses
- the right to cross-examine
- the right to be represented by counsel (at their own expense), or by any other advocate of their choice
- the right to an unbiased determiner of the facts (i.e. the School Committee)
- the right to a reasonably prompt decision in writing based solely on evidence presented at the hearing

The duration of a suspension shall be left to the judgment of the Administration, except in those cases in which such duration is clearly established and defined by policy and/or regulation.

### **POLICY JGE REGULATIONS/EXCLUSION/EXPULSION**

The Committee recognizes its responsibility under law to exercise thorough and proper "due process" in any situations where students are denied access to the educational programs and/or services provided by the school system.

The Committee recognizes and assumes its singular responsibility for the decisions that would exclude or expel a student. The evidence for taking an action that excludes or expels a student shall be clearly presented to the Committee in writing and discussed at length to make certain that the safety and welfare of the student is carefully weighed against the safety and welfare of the other students and/or staff. The Committee also shall examine alternative educational programs or services that are available before exclusion from total school experiences is imposed.

The Committee, either directly or through its administrative agents, shall cause the following procedural practices to be followed in the matters of exclusion and/or expulsion.

- A. Any student being considered for exclusion or expulsion shall be given a written notice of the date and time of the School Committee meeting at which the consideration of the exclusion or expulsion will be discussed, accompanied by an invitation and encouragement to be in attendance and share testimony on his/her own behalf.
- B. The parents or legal guardians of any student being considered for expulsion or exclusion shall be sent a written notice of the date and time of the School Committee meeting, at which time consideration of exclusion or expulsion will be

discussed, accompanied by an invitation and encouragement to attend and share testimony and otherwise be heard on the matter.

- C. Both student and parents shall be provided copies of this policy and copies of Chapter 76, s.16 and 17 of the Laws of the Commonwealth in advance of any Committee meeting where discussion and/or decision about exclusion and/or expulsion are to be conducted.
- D. Students under consideration for expulsion shall be accorded all due process considerations as are defined for purposes of long term suspension in Policy JGD.

Expulsion may be considered, at the request and recommendation of the Superintendent, under the following circumstances:

1. In instances where a student's continued presence poses a danger to persons or property, or poses a continued threat to the disruption of the academic process.
2. In instances whereby a student has been suspended three (3) times by a building administrator and/or has violated such conditions of probation as may have been established by the Superintendent relative to the continued attendance of said student within the school system.

Re-admittance to the Quabbin Regional Schools may be considered at a later date upon the basis of a student/parent petition for such an opportunity. The decision to reconsider shall be left to the discretion of the Committee.

## Expulsion

Section 36 of the Education Reform Act of 1993 states that any student found in possession of a dangerous weapon or a controlled substance or who assaults a school staff member shall be subject to expulsion.

From: LAWS OF THE COMMONWEALTH OF MASSACHUSETTS  
CHAPTER 76: sec.16, Children Excluded From School, Remedies

Any pupil who has attained age eighteen, or the parent, guardian or custodian of a pupil who has not attained said age of eighteen, who has been refused admission to or excluded from the public schools or from the advantages, privileges and courses of study of such public schools, shall on application, be furnished by the School Committee with a written statement of the reasons therefore, and thereafter if the refusal to admit or exclusion was unlawful, such pupil may recover from the town or, in the case of such refusal or expulsion by a regional school district from the district, in tort and may examine any member of the School Committee or any other officer of the town or regional school district upon interrogatories. Amended by St. 1971, c.622, s.2; St. 1977, c.545.

CHAPTER 76:s.17, Hearing Prerequisite to Exclusion

A School Committee shall not permanently exclude a pupil from the public schools for alleged misconduct without first giving him or her and the parent or guardian an opportunity to be heard.

## POLICY JICFG - ANTI-BULLYING

**The Quabbin Regional School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age, ability or disability. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. The District also prohibits bullying of school community members or other harmful conduct for reasons unrelated to race, color, religion, national origin, ethnicity, sex, sexual orientation, age, ability or disability. The District will not tolerate retaliation against persons who take action consistent with this Policy.**

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school.

Bullying can occur at any age or grade level. Most bullying starts out verbally – teasing and put-downs – and may become progressively worse and assume physical dimensions. Bullying of any type has no place in a school setting. The Quabbin Regional School District will endeavor to maintain a learning environment free of bullying, including cyber-bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, electronic, or written interactions. Cyber-bullying is defined as an individual using the Internet, mobile phones or other cyber technology to send mean text, e-mail or instant messages, posting nasty pictures of messages about others in blogs or on websites, and using someone else's name to spread rumors or lies about someone.

Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending athletics, special and extracurricular activities, or riding on the bus to and from school each day.

Examples of bullying include but are not exclusive to:

- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on students, including those that are verbal, physical, psychological and emotional
- Attacks on personal property
- Using demeaning language to berate or embarrass

Bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, at athletic events and extracurricular activities, or at other school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students.

Student reports of suspected bullying should go to a trusted adult in that student's school. All reports will be reviewed with a high

degree of confidentiality and respect. A first report should be viewed as an opportunity to teach students about bullying and its detrimental affects. Consequences for students found to be perpetrators of bullying are listed in each school's handbook. The Principal must be informed immediately of all reports.

Reports of suspected adult bullying by staff, parents, or community members, should be reported immediately to the Principal and to the QRSD Harassment Officer, the Director of Student Services, whose office is located in the Educational Support Center at 872 South Street, Barre, MA. Second Reading and Adoption: December 17, 2008

## **CONTROLLED AND DANGEROUS SUBSTANCES**

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

#### **Purpose**

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

Students may be disciplined for being in the possession of controlled substances or other dangerous substances on school property, including school buses or at any school-sponsored 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. Ch. 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.Ch. 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 property or at school-sponsored 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 71, Section 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 detained until the parent(s)/guardian(s) and proper authorities have been notified and assume responsibility for the case.

**4. POLICE INVOLVEMENT**

Evidence of possession and/or distribution of a controlled or dangerous substance or materials suspected to be a controlled or dangerous substance (e.g. alcohol) is a matter for direct involvement of the police.

**5. EVIDENCE OF BEING UNDER THE INFLUENCE**

Admission by a student of consumption of a controlled or dangerous substance or judgment of and/or witness by a staff member may be sufficient evidence to establish that a person has made use of a controlled or dangerous substance (is under the influence) for purpose of this policy.

**6. STUDENT RESPONSIBILITIES**

Students have both the right to and are encouraged to report violations of this policy and regulations, as any such possession and/or use of a controlled or dangerous substance in the school system vitally affects their interests.

**7. EMPLOYEE RESPONSIBILITY**

Employees who observe behavior that would indicate use or possession of a controlled or dangerous substance should report such behavior to the administration. Employees may be assigned monitoring responsibilities throughout the school facilities and on school grounds.

**8. PARENT INVOLVEMENT AND RESPONSIBILITIES**

Parents/guardians have both rights and responsibilities in matters that affect their children and particularly in the matter of substance abuse. Parents/guardians should be notified immediately whenever their child(ren) is (are) reasonably suspected to be in violation of this policy and its regulations. The administration will share all information about the individual child's involvement and responsibilities with parents or guardians to the greatest extent permissible by law.

**9. SUPPORTING OR CONCEALING**

A student who knowingly supports or conceals the use, possession, or distribution of controlled or dangerous substances in the school, is in violation of school regulations and may be subject to disciplinary actions.

**II. Penalties – Controlled Substances**

**1. CONCEALING USE OF A CONTROLLED SUBSTANCE**

Any student enrolled in the Quabbin Regional School District who actively participates in concealing the use, possession of and/or sale/distribution of a controlled substance in school by another party may be suspended for a period of five (5) school days.

**2. POSSESSION**

Any student enrolled in the Quabbin Regional School District who is in possession of a controlled substance may be suspended for a period of ten (10) school days. Such a student may be subject to further disciplinary action up to and including expulsion pursuant to M.G.L. Ch. 71 sec. 37H.

**3. UNDER THE INFLUENCE**

Any student enrolled in the Quabbin Regional School District who is under the influence of a controlled substance, which has not been duly authorized to be used in school, may be suspended for a period of ten (10) days.

**4. REPEAT OFFENSES**

Any student enrolled in the Quabbin Regional School District adjudged for the second time or more under procedures specified in this policy and accompanying regulations, to be actively concealing the use, possession, and/or distribution/sale of controlled substances may receive a double suspension for each subsequent infraction following the first offense. A more severe penalty could be imposed in accordance with M.G.L. Ch. 71 sec. 37H. (Refer to policy JCDAC/Controlled Substances and other Dangerous Substances Use/Possession and/or Distribution)

**5. SUSPENSION AND EXPULSION**

In implementing penalties defined under these regulations, an informal hearing will be provided in each instance prior to issuing a short-term suspension (a suspension not more than ten (10) school days). The student shall be informed of the charges and an opportunity to tell his/her side of the story as well as be informed of the disciplinary consequences. In case of a suspension exceeding ten (10) school days, students and parents/guardians will be advised of their rights under Policy JII Student Complaints and Grievances. In the case of a disciplinary hearing under M.G.L. Ch. 71 sec. 37H, school officials shall adhere to the requirements of the law in providing due process and in carrying out disciplinary action.

**6. MATERIAL SUSPECTED OF BEING A CONTROLLED SUBSTANCE**

A student may be suspended for possessing, or distributing, any material that is suspected of being a controlled substance.

**III. Penalties – Dangerous Substances**

**1. CONCEALING USE OF DANGEROUS SUBSTANCES**

Any student enrolled in the Quabbin Regional School District who is actively participating in concealing the use, possession of, or sale/distribution of dangerous substances, as defined in the policy, in school by another party may be suspended for a period of five (5) school days.

**2. POSSESSION**

Any student enrolled in the Quabbin Regional School District who is in possession of a dangerous substance may be suspended for a period of ten (10) school days.

**3. UNDER THE INFLUENCE**

Any student enrolled in the Quabbin Regional School District who is under the influence of a dangerous substance which has not been duly authorized to be used in school will be suspended for a period of ten (10) school days. The consumption of alcohol or use of any other dangerous substance in any amount while in attendance at school or any school sponsored event will be considered a violation

of regulations against substance use. Alcohol on the breath or a positive breathalyzer test is sufficient evidence to enforce these regulations.

**4. POSSESSION WITH INTENT TO SELL OR DISTRIBUTE**

Any student enrolled in the Quabbin Regional School District adjudged under the procedures specified in this policy to be in possession of a dangerous substance with intent to sell or distribute may be suspended for a period of twenty-five (25) school days.

**5. DISTRIBUTION AND /OR SALE OF DANGEROUS SUBSTANCES**

Any student enrolled in the Quabbin Regional School District adjudged under procedures specified in this policy to be actively distributing and/or selling a dangerous substance in school may be suspended for a period of thirty (30) school days.

**6. REPEAT OFFENSES**

Any student enrolled in the Quabbin Regional School District adjudged for the second time to be in possession of, possession with intent to sell/distribute, having made use of, or having distributed dangerous substances to another, may be considered for exclusion at a hearing conducted by the Quabbin Regional School District Committee.

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

**7. SUSPENSION**

In implementing penalties defined under these regulations, an informal hearing will be provided in each instance prior to issuing a short-term suspension (a suspension not more than ten (10) school days.) The student shall be informed of the charges and an opportunity to tell his/her side of the story as well as be informed of the disciplinary consequences. In case of a suspension exceeding ten (10) school days students and parents/guardians will be advised of their rights under Policy JII – Student Complaints and Grievances.

**8. MATERIAL SUSPECTED OF BEING A DANGEROUS SUBSTANCE**

A student may be suspended for possessing, or distributing, any material that is suspected of being a dangerous substance.

**IV. Comprehensive Disciplinary Contract**

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

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

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

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

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

**CONTROLLED OR DANGEROUS SUBSTANCES**

**Procedures to Accompany Policy**

**I. Under the Influence of a Controlled or Dangerous Substance**

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

**Specific Procedures - During Regular School Day**

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

7. A student who is under the influence of a controlled or dangerous substance in violation with this policy may be suspended in accordance with the procedures described herein and may be subject to further disciplinary action, up to and including expulsion.

### **Specific Procedures - At a School Sponsored Event**

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

## **II. Possession of Controlled Substances**

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

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

1. 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:
2. The suspicion should be immediately reported to a member of the administrative team or designee.
3. 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.
4. 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.
5. 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. The administration has the right to search the vehicle, and/or other possessions for evidence of dangerous substances. If possible, at least two staff members will conduct such a search. 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.
6. 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.
7. 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. Police may be called to give a Breathalyzer test in the presence of an administrator.
  - a. A student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes.
  - b. If this test is also positive school officials will detain the student until parents arrive; the student will be sent home, and be suspended for ten (10) school days.
  - c. A student who is determined to be under the influence as described herein and who refuses the test, will be detained until parents arrive, be sent home, and be suspended for ten (10) days.

#### **Part III: Training and Maintenance**

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

### **V. Canine Investigation of School Premises**

1. In order to fulfill the purpose of this policy the administration may at any time utilize canines in the investigation of controlled substances (drugs) on school premises. Authorized law enforcement personnel under the direction of school administration will conduct this investigation.
2. The definition of "canine investigation" for the purpose of this policy is the use of trained canines by authorized law enforcement personnel under the direction of school administration to sniff the air around inanimate objects such as cars, lockers, desks and book bags while canines are in the hallways, classrooms, lavatories, parking areas and other areas of the school building.
3. Procedure for investigation by canines:
  - a. When using canines to investigate the presence of drugs in Quabbin Regional School District buildings the handlers will direct the canines to sniff inanimate objects such as desks, lockers, and book bags that are not in the possession of students, bathrooms that are not being used by students, classrooms that are not being occupied by students and cars parked on school grounds.
  - b. Canines may not be used to sniff students' persons or belongings in the immediate possession of students.
  - c. To investigate areas in use by students, school officials must escort the students from the area before the canines are brought into the room.
4. Procedure for presence of a controlled substance (drugs):
  - a. When a canine "alerts" to the presence of drugs in a particular place, school officials and law enforcement officials will determine the appropriate course of action.
  - b. Consideration should be given to using a second canine to corroborate the first canine "alert," and to whether the law enforcement officers or the school officials will conduct a hand search of the area. If possible at least two school officials will conduct such a search.
  - c. Any controlled substances found in a search must be turned over to law enforcement personnel in any circumstances.

**CROSS REF.: JIH, Interrogations and Searches Regulations and Procedures: Revised: June 1978; June 1979; July 1982; February 1991; January 1994; March 1999; June 2004**

### **POLICY JFCG/ STUDENT SMOKING TOBACCO USE AND POSSESSION**

**PURPOSE:** The purpose of this policy is to insure compliance with M.G. L., Ch. 71, Section 37H.

Massachusetts General Laws, Chapter 71, Section 37H prohibits the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual including but not limited to students and school department employees.

It is the policy of the School Committee that all school department employees are responsible for enforcing this law and thus should report any violations to the building principal or the principal's designee.

The Committee expects that violations of this policy will be dealt with in accordance with the Code of Conduct and Standards of

Behavior for students as set forth in the Student Handbook. Due to the adverse effects of tobacco use, education and prevention programs should be made available to all students and employees. Smokers should be referred to cessation programs. This requirement for education and cessation programs is not a condition precedent to taking disciplinary action for violations of Ch. 71, Section 37H of the M. G. L.

For the purpose of this policy and any rules published by school officials, "tobacco" and "tobacco related products" are any products containing tobacco including cigarettes, cigars, loose tobacco or smoke-less tobacco.

The Superintendent of Schools is authorized to take whatever lawful action may be necessary to insure compliance with this policy.  
Adopted: June 21, 1987 Revised: March 2, 1995

### **Penalties - Tobacco Infractions**

#### **Use and /or Possession of tobacco or tobacco related materials may result in the following:**

- |                |  |
|----------------|--|
| First Offense  | One (1) day out-of school suspension;  |
| Second Offense | Two (2) days out-of-school suspension or attendance at four 45 minutes after school smoking cessation class;     |
| Third Offense  | Three (3) days out-of-school suspension and mandatory attendance at four after school smoking cessation classes; |
| Fourth Offense | Four (4) days out-of-school suspension and referral to Discipline Council.                                       |

## **HEALTH SERVICES**

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 to exempt your child by submitting a request in writing to the building principal. Your review of our curriculum may assist you in making a more informed decision regarding your child's education. You are welcome to review our curriculum and related materials. Please call your child's principal to schedule an appointment.

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

### **HEALTH EDUCATION: HUMAN SEXUALITY AND SEX EDUCATION**

The Quabbin Regional School Committee, in compliance with MGL Chapter 71 section 32A, shall require that building principals notify parents/guardians prior to offering parts of the Comprehensive Health Education, which primarily involves human sexuality, and sex education. This notification will include: (1) availability of curriculum material for preview; (2) the parent/guardian's right to exclude their child(ren) from said instruction and (3) the procedure by which they can exclude the child(ren) from these classes.

All instructional materials including textbooks, teacher's manuals, audio-visual 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.

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 Section 32A will be handled at the local level under QRSD policy JFH (as recommended by the Massachusetts Department of Education Regulations 603 CMP 5.00).

### **POLICY EFAB - 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.

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?
3. Protocols that might be chosen:
  - a. Maintain good air quality in the learning/work environment
  - b. Discontinue use of fragranced products or offending chemicals
  - c. Modify location of learning station or work station
  - d. Modify the schedule
  - e. Provide an air purification system
  - f. Modify communication methods- post notices, posters, information bulletins
  - g. 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

## **POLICY JHCD /ADMINISTERING MEDICATION TO STUDENTS**

### **MDPH REG:105 105 C M R 210.00**

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 be administered to students in school only 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's labeled container and contain no more than a thirty (30) day supply. Have the pharmacy prepare a separate container of medication to be kept at school.

### **Special Medication Situations:**

- A. For **short-term medication**, i.e. those requiring administration for ten days or less, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a licensed prescriber's order.
- B. **Field Trips** - Provisions for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent/guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
- C. **Standing Order** - 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:

the school nurse, the student and parent/guardian agree that this is a viable and safe method of medication administration, and 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.

## POLICY JHCD /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 the 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 those 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 student or parent (Religious Exemption).
- C. Student on delayed schedule of immunization with written documentation from physician.

AUTHORITY: MGL Chapter 76, Section 15

MDPH 105 CMP 220.000 Immunization of School Children

## POLICY JHCA / PHYSICAL EXAMINATION OF STUDENTS

The Committee desires to enable all students to obtain the full benefit of the District's education opportunities. Good health is a primary factor in this endeavor. Therefore, the Committee requires that the School District comply with the MDPH A-5 CMR 200.00 as follows:

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 months prior to transfer or during the first year) unless school health records show 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**.) All athletes who participated in a sport will be given a sports physical in June unless the forms excusing them are received in the Health Office by the end of May.
- E. Other:
  1. Students referred because of known physical defects that require repeated appraisal;
  2. Students referred due to frequent absences due to unexplained illness;
  3. Students referred from teacher-nurse conference because they are 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 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.

## POLICY EBBA / 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 fill 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 involving students and staff members will be reported as soon as possible to the Superintendent.

### **Allergies**

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

## **POLICY JHCC/ COMMUNICABLE DISEASES - (ACQUIRED IMMUNE DEFICIENCY SYNDROME)**

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.**

## **POLICY JIE/ PREGNANT STUDENTS**

School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.

Pregnant students will be permitted to remain in regular classes and participate in extra-curricular activities with non-pregnant students throughout their pregnancies unless otherwise directed by their physician(s). The District will respond to physician's recommendations regarding student health during pregnancy and implement appropriate accommodations.

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

LEGAL REF.: M.G.L. 71:84

Adopted by Quabbin Regional School Committee: January 1996

Revised and re-adopted by Quabbin Regional School District Committee: January 8, 2009

### **SCHOOL NURSE**

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

Students who become ill while at school are to be escorted to the nurse's office whenever possible. The nurse will contact parents if, in 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 over-the-counter medications, 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 have special consideration due to hearing loss, allergies, physical handicaps, etc.**

### **SCHOOL ADJUSTMENT COUNSELOR**

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

## **STUDENT REGULATIONS**

### **A. Corridor Regulations**

In passing through the corridors, keep traffic to the right at all times. This allows for an orderly and smooth flow of traffic. Students have 5 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.

### **B. 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 will result in the issuance of demerits, and may cause students to lose cafeteria privileges. **Any student causing a major disruption in the cafeteria by throwing food will be suspended from school for up to five (5) school days, and parents will be required to meet with an Administrator to discuss the infractions.**

### **C. Student Dress - Grooming**

In keeping with the educational purposes at Quabbin Regional High School, students are expected to dress and

groom themselves as individuals with a sense of responsibility. One's dress attire must not be disruptive to the educational process or offensive to others. Individual attire, including jewelry accessories, which poses a physical threat to one's self or others, is not allowed. Each student is expected to keep his/her person and clothing clean and neat. Appropriate footwear must be worn (house or bedroom slippers may not be worn in school). Inappropriate dress includes, but is not limited to the following:

- Low-cut blouses or shirts, strapless garments, tube tops, halter tops, backless shirts, muscle tee-shirts
- Tank tops (without suitable under garments or outer covering).
- Excessively short pants, skirts, dresses or shorts
- Sheer fabrics that can be seen through, unless worn over acceptable article of clothing
- Any clothing which reveals the abdominal area
- Clothing or accessories that display offensive images or words that would be considered socially, culturally or ethnically inappropriate. For example, negative or offensive language or symbols based on bias relative to race, color, sex, religion, national origin, sexual orientation, age or handicap.
- Any clothing which displays tobacco, alcohol, drug or gang related symbols or advertising
- Chains attached to clothing or accessories, i.e. wallets, purses, book bags, etc.
- Rings, necklaces, belts, etc. that pose a physical threat to self or others (spikes, studs, etc.)
- Clothing that the administration feels represents a distraction or safety risk, including pants that are worn at the hip level or lower, revealing underclothing, and outer wear.
- 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.

When a student is inappropriately dressed, this may result in one or more of the following actions:

- student being asked to change
- formal warning issued
- parents/guardians notified
- student being sent home
- one day suspension for repeated incidents

**D. Hats and Sunglasses**

Students, unless they have medical reason to do so, will not be allowed to wear sunglasses, hats, visors, hoods or other head coverings in the building. Students may enter or exit the building wearing hat/head covering; however, they may not wear hats/hoods/head coverings in the corridors, lunchroom, or classrooms. Students in violation of this policy will be issued 3 demerits and the hat/head covering will be confiscated.

**E. NJROTC**

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

**F. Beverage Containers**

Students will not be allowed to carry beverages into the hallways (with the exception of water bottles). Students in violation of this policy will be issued 2 demerits and the beverage will be confiscated.

**G. Student Behavior - Field Trips**

Students are expected to behave appropriately when on field trips and are reminded that all school regulations remain in effect during field trip experiences.

**H. Student Behavior – Performances/Dances/Athletic Events**

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 face disciplinary action in accordance with the student code of conduct.

**I. Student Behavior - Bus**

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.

Required conduct on the bus:

1. Riders must be on time at the bus stop.
2. Riders will only enter and leave the bus at regular stops.
3. Orderly behavior and respect for the driver and private property will be required.
4. Instructions and directions of the driver must be followed by the rider when entering or leaving the bus.
5. Riders must remain in seats when the bus is in motion.
6. Whistling and shouting are not permitted.
7. Profanity and obscene language are forbidden.
8. Smoking is prohibited.
9. The following disturbances are prohibited:
  - Pushing or wrestling
  - Annoying another passenger or disturbing their possessions
  - Distracting the bus driver
  - Talking to the 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
  - Littering the bus
  - Eating or drinking on the bus
  - Harassment of other students
10. Parents will be held responsible for any damage inflicted by their children.

**J. Bus Misconduct Penalties:**

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 misconducts, bus privileges may be revoked and a student may be suspended from school.
- Hearing before Quabbin Regional School District Committee and/or Superintendent of Schools

**K. Electronic Devices**

Students will not be allowed to use any personal electronic device or cell phone at any time between 7:00 a.m. and 1:50 p.m. Upon entering the building between these times, students should immediately remove headphones and stop using their device. The items must then be stored and turned off before the 7:15 bell and remain stored until 1:50. If a teacher sees that a student's electronic device is in use or not stored between 7:15 and 1:50, the teacher will confiscate the item and turn it in to the office.

- First Offense: Student may pick it up at the end of the school day.
- Thereafter: 3 demerits and a parent/guardian/guardian must come in to pick up the device in the office.

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

**L. 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 \$20 per semester. This fee will be collected prior to the issuing of any parking permits.
- Please note: Parking tags from first semester must be turned in to the office before second semester application is processed. Failure to turn in a tag may result in an additional \$5.00 tag fee for the next semester.
- 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.
- Seniors with fewer than 6 demerits, are eligible for a \$10 permit for second semester. They will have only 10 days to purchase the permit at a discount. After the first 10 days of second semester, ALL permits will be FULL price.
- If a student is tardy to school more than three times, their parking privilege may be suspended for up to 20 days for each time they are late to school.
- If a student is tardy to school more than 6 times, his/her parking privilege may be suspended until the end of the academic year.

**ACADEMIC INFORMATION AND POLICIES**

**A. GRADUATION REQUIREMENTS: See chart**

Students transferring to Quabbin will have transcripts carefully examined by a guidance counselor. Course requirements will be scheduled as far in advance as possible.

Starting with the **Class of 2010**, students are required to pass the Massachusetts Comprehensive Assessment System tests in English/language arts, mathematics, and science and technology/engineering, to graduate. Students with special needs may substitute special assessment techniques and instruments for those used with regular students. Completion of the IEP (Individual Education Plan) may be justification for waiving some or all of the diploma requirements.

**Students enrolled in approved alternative programs** may have any or all requirements waived by vote of the Committee.

| Course                           | Blocks Required | Grade-Level requirements | Credits |
|----------------------------------|-----------------|--------------------------|---------|
| <i>English</i>                   |                 |                          |         |
| English 9                        | 4               | 9                        | 5       |
| English 10                       |                 | 10                       | 5       |
| American Literature              |                 | 11/12                    | 5       |
| Literature Elective              |                 | 12/12                    | 5       |
| <i>Mathematics</i>               |                 |                          |         |
| Grade 9 (2 blocks of same class) | 5               | 9                        | 10      |
| Geometry                         |                 | 10                       | 5       |
| Algebra II                       |                 | 10/11                    | 5       |
| Elective                         |                 | 12                       | 5       |

| Course  | Blocks Required | Grade-Level requirements  | Credits            |
|---|-----------------|---|--------------------|
| <i>Physical Education/Health</i><br>Physical Education<br>Health  | 2#              | 9/10/11/12<br>9/10/11/12  | 2.5/2.5<br>2.5/2.5 |
| <i>Science/Technology</i><br>IPS<br>Biology<br>Chemistry<br>Elective  | 4               | 9/10<br>10/10<br>11<br>12   | 5<br>5<br>5<br>5   |
| <i>Social Studies</i><br>World History<br>US History I<br>US History II<br>Global Perspectives  | 4               | 9<br>10<br>11<br>12   | 5<br>5<br>5<br>5   |
| <i>The Arts: Choose one of:</i><br>Art<br>Music<br>Creative Writing/ Contemporary Fiction<br>Communications in Mass Media I, II, or III<br>Intro to Technology and Engineering<br>Web Page Design I or II<br>Advanced Technical Drawing | 1               | May take anytime throughout high school as long as earned before graduation | 5                  |

# Students must take Health in grades 9 & 10. They must pass both of these courses.

**For all Students:**

Five blocks of mathematics required, including two blocks of math in 9th grade, one block of Geometry, and two electives. If MCAS score of 240 has not been achieved, elective course must meet provisions of each student's Educational Proficiency Plan (EPP). Courses that can be counted as electives in required areas:

|                    |  |
|--------------------|--|
| Mathematics        | Introduction to Computer Programming   |
| Science/Technology | Introduction to Technology & Engineering<br>Three blocks of NJROTC<br>Robotics |

**Students excused from Physical Education** for medical reasons must earn the necessary credits in other courses.

**Courses taken outside the regular Quabbin curriculum** may be recognized for credit by the School Committee or its designated agent.

**One type of diploma** will be issued to all students graduating from Quabbin Regional High School.

**Early graduation requests** must be made in writing to the School Committee by June of the year preceding the year of desired graduation. Such a request must state significant reasons for such early graduation. The Committee reserves the right to request parents and students to appear before them for detailed explanation and questions. Each such request for early graduation will be acted upon on an individual basis. A "B" average is a minimum standard expected of anyone requesting early graduation, with no grades below "C".

**Commencement and Diploma Conferment** - Students who have not met all requirements for a diploma as defined will be excluded from participation in the graduation ceremony. If a student completes his/her requirements for a diploma after the graduation date, said student will receive a diploma upon verification of completion of all requirements.

Students programmed under SPED regulations involving an 'Individual Education Plan' (IEP), may be granted a diploma upon satisfactory completion of special education classes designed for students within the specials education program. Other individuals qualifying for a 'Certificate of Attendance' will be eligible to participate in commencement activities.

Parents or guardians and individual students pursuing 'Certificate of Attendance' requirements shall be informed in writing of this policy and its implications.

**B. HIGH SCHOOL PROMOTION REQUIREMENTS**

Promotion and graduation requirements are currently under review by the Quabbin Regional School Committee as it implements the Education Reform Act, accommodates block scheduling and provides for the needs of all learners. The proposed requirements are subject to change by the committee as circumstances warrant. The School Committee reserves the right to waive requirements in individual cases according to its judgment.

Students who believe that they should be exempted from individual graduation requirements because of education experiences they have had outside of the Quabbin Regional School District may petition the Administrative Team for an exemption. The petition will be heard by a Faculty Council appointed for the purpose by the Administrative Team.

High School students will be promoted as follows: Freshman enter with successful completion of 8<sup>th</sup> grade, then must earn:

35 credits and passing grades in English 9 and both parts of Algebra I to be a SOPHOMORE

70 credits to be a JUNIOR

105 credits to be a SENIOR

140 credits to GRADUATE

A student should carry a minimum of 40 credits or 8 courses per year. Seniors must carry 40 credits and pass 35 credits during senior year to graduate with their class.

### C. 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

It is the policy of QRHS that final exams are worth 20% of the final grade for each course.

Attendance of all students is critical during the final exam periods at the close of each semester. It is expected that students be in attendance at school during these times. We acknowledge that at times it will be unavoidable for students to be absent during exams. Absences during these periods must be for serious situations such as, but not limited to, hospitalization or illness excused by a doctor's note, death in the family, etc. The scheduling of a vacation will not be considered to be a serious situation which will warrant the administration of exams at a point other than the scheduled final exam period at the close of each semester.

Students seeking approval of an early administration of the final exam must meet with their guidance counselor and fill out the proper form, which then must receive administrative approval.

**Seniors who have earned a cumulative average of 90 when their grades for both marking terms are averaged will be excused from the final exam. In classes where final projects or assignments are completed prior to the exam period, seniors who have a cumulative average of 90 will be excused from attendance at this class during the final exam period and will not be required to complete the assignment given during that time block.**

#### 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:

- Be present and attentive in class.
- Display the proper attitude and make a sincere effort to complete work required of them.
- Obtain missing assignments after each absence.
- Make-up incomplete work as prescribed by the Quabbin Incomplete Policy.
- 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.

### D. GPA (GRADE POINT AVERAGE)

- Keep in mind that the level of courses you choose and the grade you earn affect your GPA (Grade Point Average), a critical item for college admissions and for scholarship awards. The higher phased courses carry more weight and contribute to higher class standings. Unphased courses and half-credit courses are not weighted and have no bearing on the GPA.
- The G.P.A. is computed on a 5.0 scale using only grades earned on courses listed on the Phased List. Courses which are utilized for GPA purposes at Quabbin Regional High School are so designated in The Academic Guide.

| Letter Grade | Honors | Phase 4 | Phase 3 | Numerical Equivalent |
|--------------|--------|---------|---------|----------------------|
| A+           | 5.0    | 4.5     | 4.0     | 98-100               |
| A            | 4.7    | 4.2     | 3.7     | 93-97                |
| A-           | 4.5    | 4.0     | 3.5     | 90-92                |
| B+           | 4.3    | 3.8     | 3.3     | 87-89                |
| B            | 4.0    | 3.5     | 3.0     | 83-86                |
| B-           | 3.7    | 3.2     | 2.7     | 80-82                |
| C+           | 3.4    | 2.9     | 2.4     | 77-79                |
| C            | 3.0    | 2.5     | 2.0     | 73-76                |

|    |     |     |     |       |
|----|-----|-----|-----|-------|
| C- | 2.7 | 2.2 | 1.7 | 70-72 |
| D+ | 2.4 | 1.9 | 1.4 | 67-69 |
| D  | 2.0 | 1.5 | 1.0 | 63-66 |
| D- | 1.7 | 1.2 | 0.7 | 60-62 |
| F  | 0.0 | 0.0 | 0.0 | 0-59  |

The G.P.A. will be calculated on the basis of the following:

$$\frac{\text{Sum of weighted value of final grade of all courses listed on the phased list}}{\text{Total number of all weighted courses listed}}$$

- The honors distinction is based on the AGPA (5.0 scale) and will be awarded based on the student's final GPA after the last semester senior courses have concluded.

Student and academic achievement will be recognized at the end of the year by the designation of:

Summa Cum Laude for students with a GPA of 4.25 - 5.00

Magna Cum Laude for students with a GPA of 4.00 - 4.24

Cum Laude for students with a GPA of 3.50 - 3.99

Each year, speakers at graduation will be selected from one or more of the following groups: students earning honors distinction, the National Honor Society and/or from the class at large. All potential speakers must be in good standing by meeting the following requirements:

- Academics – All candidates must have earned grades of C or above all year including fourth quarter.
- Behavior – Candidates must not have accumulated more than 12 demerits, including merits awarded during any portion of their senior year.
- Attendance – All candidates must have good records of attendance, with no more than 5 unexcused absences or tardy arrivals.

**Please note:** At Quabbin, we do not rank the members of the class by GPA. We will provide whatever information a college or scholarship awarding authority requires. We will do so in a private manner and will not release a numerical ranking to the student or parents. Requests for numerical class rank are included on the Transcript Request Form.

## E. STUDENT SCHEDULE CHANGES

**Deadline for all schedule changes: two weeks after the start of the semester.**

Given that students spend a significant amount of time with their parents and guidance counselors selecting their courses each year there should be a very minimal need for schedule changes once the scheduling process (which lasts from February to early August) is complete and the school year begins. Therefore schedule changes will be allowed during the school year **ONLY** under the following conditions:

- A student has a scheduling conflict:** two courses meeting at the same time or Part II of a class is scheduled before Part I. This requires the counselor's signature.
- A teacher-initiated schedule change:** a teacher who feels the student will have difficulty in his or her class may request the student's schedule be changed AFTER discussing it with the student. The teacher must contact parent/guardian to discuss the change before the change is initiated. The teacher must personally discuss the proposed change with the counselor before such a change will be considered. This schedule change requires the signatures of the student, guidance counselor, parent, teacher, department head, and administrator.
- A parent-requested schedule change:** a parent may request that their child's schedule be changed by contacting the child's guidance counselor. The request must be made solely for academic reasons. This schedule change requires the signatures of the student, guidance counselor, parent, receiving class department head, and administrator.
- A student-requested change:** In very rare instances, and for a very serious reason, a student may request a change in his or her schedule from one course to another. In all cases, such a change must be discussed with and approved by the guidance counselor. This requires the signatures of the student, parent, teacher, department head, guidance counselor and administrator.

**Note:** a student must remain in the assigned classes until a schedule change form with all the required signatures is returned to the Guidance Office. The schedule change will be in effect only when all the teachers and the student are officially notified by distribution of the schedule change.

## F. ACADEMIC PROGRESS REPORTS

- During the mid-week of every quarter, progress reports will be prepared for all students for all subjects. Teachers will note on the progress report that it is a FAILURE WARNING if students are in danger of failing the course.
- The school will publish on the web site, the weeks that progress reports are being generated. Parents and students will be responsible for reviewing the progress reports and discussing the information. Since all students will be receiving progress reports for all their classes, teachers WILL NOT be making phone calls home to advise on grades included on the progress reports. Parents are expected, as with report cards, to familiarize themselves with the dates of publication and to follow up with their children during the appropriate times. As is true with report cards, these progress reports belong to the parents and students to keep and need not be signed and returned to school.
- Should a student's grade deteriorate to the warning stage after the progress reports have been issued, the teacher will make every effort to issue a warning and contact the student's parents by phone to discuss the problem. This procedure clearly indicates that students have the responsibility to communicate to their parent/guardian when progress reports or warnings are issued.
-

## **G. ACADEMIC COUNCIL**

When deemed appropriate by members of the student support team (teachers, guidance counselors, administrators) the Dean of Academic Affairs may convene the Academic Council to review a student's progress. The Academic Council's function is to examine a student's academic performance and attempt to determine why the student is performing poorly. The Academic Council, in conjunction with the administrative team, has the authority to recommend any intervention it determines is appropriate. Such interventions may include, but are not limited to, the following:

- Academic detentions
- Saturday school
- Academic contracts
- Alternative educational program placements

## **H. REPORT CARDS - STUDENT PROGRESS**

Report cards will be issued to students four (4) times during the school year.

Each marking period is approximately nine (9) weeks in length. Final report cards are mailed home during the summer. Progress Reports will be mailed to all students midway through each marking period.

## **I. HONOR ROLL**

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

- High Honors - Student must receive all A's and/or P's.
- Honors - Student must receive all A's and B's and/or P's.

## **J. EXTERNAL ACADEMIC PROGRAMS**

Quabbin Regional High School participates in several external remedial academic programs in which students earn academic credit for work done outside of our building and school day. This provision is directed at programs that help students make up for courses they have failed or not received credit for at Quabbin Regional High School. Grades for courses earned in these programs will be placed on the transcript but will not contribute toward the calculation of GPA. PLEASE NOTE: Students and their parents are financially responsible for transportation as well as any fees incurred for courses taken in these areas.

Students may take no more than the equivalent of 20 Quabbin Regional High School credits per year through accredited online/correspondence high school programs in order to make up previously failed courses.

In compliance with the Failed Course Policy above, a course failed with a grade *lower* than 50 at Quabbin Regional High School must be made up by successfully completing the equivalent of 5 credits or 1 Carnegie Unit. For a course failed with a grade *above* 50, the equivalent of 2.5 credits or .5 Carnegie Unit must be successfully completed. The amount of credit per course varies by program; thus, it is critical that the student meet with his/her guidance counselor for specific course information and pre-approval prior to registration for the course. Failure to get pre-approval may result in Quabbin Regional High School not granting credit for the course.

In order for a student to earn credit for any externally provided course, it must be completed and the final grade received by the Quabbin Regional High School guidance department two (2) weeks before the start of each semester. Delaying the receipt of the final grade may result in postponing the granting of credit until the following semester. In this case a student may be deemed ineligible to take any Quabbin Regional High School course that requires the externally provided courses as prerequisite.

## **K. MCAS PERFORMANCE APPEALS**

Students who have not successfully passed the MCAS in Mathematics and/or English may be considered for an MCAS performance appeal if they meet the following criteria:

1. The student has taken the grade 10 MCAS in the subject of the appeal at least three times;
2. The student has received a score of 216 or 218 on at least one attempt;
3. The student has maintained at least a 95% attendance level during the school year prior to and during the school year of the appeal, with the understanding that evidence of extenuating circumstances (such as serious illness) may be presented that would justify an exemption from this requirement;
4. Students must achieve a 90% attendance rate for tutoring and other support services made available or approved by the school.

In addition, the school must provide evidence that the student's knowledge and skills in the subject of the appeal are equivalent to the 220 level on the ELA or Mathematics MCAS by supplying documentation according to guidelines established by the Department of Education.

## **L. FAILED COURSES**

Students who fail a class during the school year have the option of making up this course in an approved program. Note: if a required course is failed, it must be made up before a graduation diploma is issued.

A course failed with a grade lower than a fifty at Quabbin Regional High School must be made up by successfully completing the equivalent of five credits or one Carnegie Unit. For a course failed with a grade above fifty, the equivalent of 2.5 credits or .5 Carnegie Unit must be successfully completed. The amount of credit per course varies by program; thus it is critical that the student meet with his/her guidance counselor for specific course information and pre-approval prior to registration for the course. Failure to get pre-approval may result in Quabbin Regional High School not granting credit for the course.

Grades for courses earned in these programs will be placed on the transcript but will not contribute to calculation of GPA. PLEASE NOTE: Students and their parents are financially responsible for transportation as well as any fees incurred for make-up courses taken. **On-line summer school courses must be complete and grades submitted two weeks prior to the start of each semester.**

## **M. INCOMPLETE GRADE**

If a student cannot be issued a final letter grade at the end of a marking period for an important reason, such as suspension or an illness, the teacher may issue an Incomplete, after receiving authorization from administration.

## **N. QUABBIN REGIONAL HIGH SCHOOL'S INCOMPLETE POLICY**

1. Each department shall be responsible for developing a departmental policy relative to late/overdue work, which shall provide for the unique needs of each department, as well as provide for a consistent method of student make-up.
2. The departmental policy relative to make-up work shall be reduced to writing and shall be included on teacher expectation sheets, which shall be given to students and explained at the beginning of each course.
3. If students have work due on the last day of the quarter, and if the principal does not authorize the Incomplete, a grade of zero (0) will be given for every item of work due. These will be averaged with other grades and the final average will be given for the quarter.
4. Should it be necessary to issue an Incomplete due to circumstances that resulted in insufficient time or inability to invoke the departmental make-up procedure, teachers shall comply with the school-wide Incomplete procedure. That is:
  - a. Authorization to give a student an I must be first obtained from the appropriate administrator.
  - b. When issuing an I, the teacher will issue the student a prescription of the work to be completed, no later than the last day the grade is due. The prescribed work will be due ten school days from the date the grade is submitted.
  - c. If the work as outlined in the Incomplete Prescription Form is not completed by the due date, a grade of zero (0) will be issued to each item not completed. These will be averaged with the other work for the quarter and becomes the student's final grade. It is the student's responsibility to ensure that all work is completed by the required date.

## **O. ACADEMIC INTEGRITY**

The academic integrity of our students is a paramount concern. It is expected that students will exercise the highest standard of academic integrity and understand that any act of academic dishonesty will not be tolerated. Some examples of academically dishonest behaviors include:

- A. Cheating on tests, quizzes, or exams
- B. Plagiarism from any source (Plagiarism is copying someone else's work and claiming it as your own work)
- C. Fabrication of events or facts, and submitting it as factual
- D. Copying of homework, class work, or any other work from another student
- E. Submitting previously submitted work without substantial change or improvement
- F. Submitting a previously submitted paper of another student, sibling, or friend

Academic dishonesty also involves copying, plagiarizing, or stealing the ideas and works of another, or aiding or encouraging others to copy, plagiarizing, borrowing or stealing the ideas or works of another, with the intent to offer such work as their own.

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. Repeated offenses may jeopardize academic credit being issued. Any violations of academic integrity involving students will also be reported to the Academic Dean and the National Honor Society advisor. Membership in the National Honor Society may be denied for any student who is found guilty of academic dishonesty.

## **P. AWARDS**

At the end of each semester, 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.

## **Q. NCAA ACADEMIC ELIGIBILITY**

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

# **SAFETY**

## **SAFETY OF STUDENT POSSESSIONS**

Quabbin is a school community consisting of over 1,600 people who inter-relate with one another on a daily basis. The individuals that comprise the community have different traits, habits, personalities, and types of behavior. At times, student possessions get lost, damaged, or stolen. We urge all students to be responsible citizens, but unfortunately, not all are.

Therefore, students should keep all valuables with them or give them to a teacher to keep. Students should not leave purses, pocketbooks, or wallets unattended. Each student is responsible for all school materials issued to him/her, so proper care is required.

Remember - use common sense in proper care of possessions as you do in your local community. Items of value may be left in the office for the day and picked up at the end of school.

Students are discouraged from bringing items of great value to school and do so at their own risk.

## **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.**

### **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.

### **SHELTER IN PLACE AND LOCK DOWN PROCEDURE**

Shelter-In-Place and Lock-Down protocols have been established for responding to threats of violence against students, staff and/or the community. In the event that a SIP or Lock-Down is called, it is mandatory that all electronic devices be turned off and collected. 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.

## **SEARCHES BY STAFF**

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 school committee and administrators. This authorization may be exercised as needed in the interest of protecting children and safeguarding their own, or school property.

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.

Whenever a student search is conducted, 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 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 detained until parents, 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.

## **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. 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.

### **STUDENT RESPONSIBILITY**

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

Students must cover textbooks. Students failing to do so will be disciplined under the demerit system. Students are also urged to place their names in the inside front cover of each book issued to them in the space provided.

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 extra curricular 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 problems, and reading assistance are among the services available at Quabbin.

## **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 3:00 p.m. daily except 7:00 a.m. to 4:00 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.

## **INTERNET**

### **ACCEPTABLE USE POLICY/TECHNOLOGY/INTERNET SAFETY POLICY**

#### **Purpose**

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

#### **Availability**

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

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

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

#### **Acceptable Use**

The superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements,

consistent with the purposes and mission of the Quabbin Regional School District, as well as with law and policy governing copyright.

**Monitored Use/Restricted Access**

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

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

**Liability**

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

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

Revised: Quabbin Regional School District Committee – June 2002

**IJNDB-E1**

**QUABBIN REGIONAL SCHOOL DISTRICT**  
**STUDENT USER AGREEMENT FOR PARTICIPATION IN AN**  
**ELECTRONIC COMMUNICATIONS SYSTEM**

**This user agreement must be renewed each academic year.**

**(Please note that three signatures are needed, one student and two parent/guardian/sponsor.)**

User’s Name \_\_\_\_\_ Date \_\_\_\_\_

Grade Level \_\_\_\_\_

School \_\_\_\_\_

**I have read the district’s Acceptable Use Policy and Administrative Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, and criminal prosecution.**

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**I have read the district’s Acceptable Use Policy and Administrative Procedures.** In consideration for the privilege of using the district’s system/network, and in consideration for having access to the public networks, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the district’s policy and administrative procedures. **(Circle one)**

**Yes**            **No**            I give permission for my child to participate in the district’s system/network, including the use of the Internet for research and communication.

**Yes**            **No**            I give permission for my child’s name to appear on the Quabbin web page, or his/her student web page, should one be developed.

**Yes**            **No**            I give permission for my child’s photo to appear on the Quabbin web page, or his/her student web page should one be developed.

**IJNDB-R**

**ACCEPTABLE USE POLICY - 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:

1. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
2. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
3. Forgery or attempted forgery is prohibited.
4. Attempts to read, delete, copy, or modify the electronic communications of other users or to interfere with the ability of other users to send/receive electronic communications is prohibited.
5. Use of inappropriate language, swearing, vulgarity, ethnic or racial slurs, other inflammatory language, and bullying via electronic means is prohibited.

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

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

## MISCELLANEOUS INFORMATION

### **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 receive five (5) demerits for theft under the Quabbin demerit program.

### **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.

## 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.

## WITHDRAWAL PROCEDURE

If a student wishes to withdraw from school, he/she should pick up the necessary forms in the Guidance Office. A complete checkout is required so that all school records will be complete when the student leaves. All equipment and books that have been issued must be returned to the school. Students are financially responsible for all equipment and books issued to them.

## STUDENT GOVERNMENT

The Student Government 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.

# NATIONAL HONOR SOCIETY

## EXCELSIOR CHAPTER

### Introduction

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 3.3 on 4.0 scale or 3.8 on 5.0 scale over a period of six academic quarters. If a student meets this criterion he/she will be invited to present his/her credentials for membership to the National Honor Society.

The 4.0 scale is based on the chart shown above and is calculated as follows:

$$\frac{\text{Sum of value of final letter grade of all courses on the phased list*}}{\text{Total number of all weighted courses listed}}$$

Unphased courses are not included when calculating GPA

| Letter Grade | Numerical Equivalent | GPA Value |
|--------------|----------------------|-----------|
| A+           | 98-100               | 4.0       |
| A            | 93-97                | 3.7       |
| A-           | 90-92                | 3.5       |
| B+           | 87-89                | 3.3       |
| B            | 83-86                | 3.0       |
| B-           | 80-82                | 2.7       |
| C+           | 77-79                | 2.4       |
| C            | 73-76                | 2.0       |
| C-           | 70-72                | 1.7       |
| D+           | 67-69                | 1.4       |
| D            | 63-66                | 1.0       |
| D-           | 60-62                | .7        |
| F            | 0-59                 | 0         |

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 15 hours of service. These hours must be performed with an existing organization for public or charitable purposes. These hours may have been served at anytime in the six quarters 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 eight people nominating him/her for membership in the National Honor Society. At least seven 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:

- receiving more than ten (10) demerits over the course of the year that the student is invited to join, regardless of how many merits were earned
  - having more than five (5) demerits at the time of application
  - 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
4. **Leadership** – A prospective member of the National Honor Society must display a potential for leadership. The student must submit an essay that successfully documents his/her leadership potential or leadership accomplishments.
  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 3.3 on a 4.0 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 semester. 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 3.3). 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 accumulated 6 or more demerits during a semester or who has seriously violated school rules or policy may be suspended for one semester 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 placed on probation.
3. 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.
4. 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.
5. Any member guilty of cheating in any form may 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.

### **CANCELLATION OF SCHOOL/DELAYED OPENINGS**

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.

|                     |                          |
|---------------------|--------------------------|
| <b><u>Radio</u></b> | <b><u>Television</u></b> |
| 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 cancelled.**

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QUABBIN REGIONAL HIGH SCHOOL  
MILITARY/HIGHER EDUCATION RELEASE FORM

August 2009

Dear Parents and Students:

A federal law commonly known as *No Child Left Behind* (NCLB), provides that any school that receives federal funds, such as Quabbin Regional High School, "shall provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings." Section 9528(a).

This act further provides that "a secondary student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior parental consent."

Should you desire to exercise the option set forth in the preceding paragraph, please do so by checking out the appropriate box found at the bottom of this letter. **Please return this form to the Quabbin Regional High School Office by Friday, September 11, 2009.** If no option is selected and returned by Friday, the information allowed by NCLB will be provided if requested.

Sincerely,



Marilyn J. Tencza  
Principal

\_\_\_\_\_

Please **do not** release any names, addresses, or telephone listings to the military or any institution of higher education.

Please **release** student information only to the military.

Please **release** student information only to an institution of higher education.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

EOE – The Quabbin Regional School District does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation or homelessness.