

FRONTIER REGIONAL SCHOOL  
2021-2022  
HANDBOOK

*“Building a dynamic learning community, one student, one learner, one family at a time.”*

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## **GENERAL INFORMATION**

### **MISSION & EXPECTATIONS**

The mission of Frontier Regional School is to provide the highest quality education by offering challenging learning opportunities for all students. The school cultivates skills for responsible citizenship and for lifelong learning in a changing society. We value each individual and foster a safe and caring school environment.

Frontier students will:

1. Communicate clearly through writing, speaking, and visual presentations.
2. Use problem solving skills and critical thinking effectively.
3. Read effectively for a variety of purposes.
4. Explore and appreciate the fine and performing arts and the humanities.
5. Use technology effectively.
6. Practice behavior that promotes wellness
7. Learn to work both independently and cooperatively.
8. Develop a post graduate transition plan.
9. Develop a sense of self-worth and respect for others.
10. Develop skills for good citizenship.

### **STUDENT/STAFF HONOR CODE**

We are a school that promotes inclusion and appreciates diversity among our community. All students and staff are on their honor to build their own character by valuing all people of social or economic status, religion, race, sexual orientation, national origin, stature, personality, viewpoints/ideas, disability, academic record, age, gender or gender expression.. This goodwill supports a respectful, safe, and rewarding learning experience, and sustains an equitable, kind, and compassionate school community for ALL at Frontier Regional School. The Frontier community is committed to addressing and educating its students when harm is done.

### **DISCRIMINATION AND CIVIL RIGHTS**

The Frontier Regional School District wishes to make known to the residents of the district that no child shall be excluded from or discriminated against in admission to the public schools of the region or in obtaining the advantages, privileges, and courses of study of such public school on the basis of race, color, sex, religion, sexual orientation, gender identity, gender expression, or national origin, nor do such factors affect the district's employment practices.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

School Committees are legally responsible for the establishment of school policy, and every effort should be extended to include in the formulation of school policy consideration for the developing maturity of the student. Responsibilities flow from the exercise of rights and privileges regarding

respecting oneself; respecting others and their rights; respect for individual dignity; and respecting legally constituted authority and the legal responsibility of those in authority.

All rules and regulations to maintain the process of education must be common knowledge. Assemblies, orientations and free student handbooks should provide this information in clear and understandable language. Any changes should be widely publicized in print in both school and community media, and no regulation should be summarily drafted and enforced. The final statement “no regulation should be summarily drafted and enforced” is not to be interpreted as restricting authority to act promptly, decisively and to meet an emergency. In keeping with the statement “all rules and regulations must be common knowledge,” copies of rules and regulations are to be made available in local libraries. Students must, as all citizens involved with any set of rules, have the responsibility to keep themselves informed of any announced changes in rules and regulations.

School committees, professional staff, and student government should work cooperatively within the limitations prescribed by law in the establishment of these regulations. The amending, appeal, and student referenda and recall processes for the establishment and enforcement of these rules should be clearly defined and made available for all interested and affected parties. It is the responsibility of all parties concerned to cooperate and abide by the rules and regulations established. The responsibility for enforcing rules is to be clearly defined.

Students must be free to establish and should be encouraged to participate in student government that provides all students, through a representative system, a voice in school affairs. All registered students should be eligible to hold office. The establishment of school government is to be with cooperation of administration. School committees, administration, and faculty should encourage student government to be representative and effective.

Schools are for students and students should be involved in the educational process in their schools. Professional staff should solicit student suggestions and recommendations concerning curricular offerings that represent all voices and backgrounds. Curriculum committees in local schools should include students in their membership. Curriculum offerings in local schools should meet the needs and interests of the students. The high school administration, faculty and staff believe that an education in diversity and social justice is essential for all members of our community. We believe that these values help us to recognize our civic responsibilities and the potential we share to make a positive difference in and beyond the school.

- We develop curricula that educate students about the historical injustices suffered by people because of their identity;
- We create a learning environment where students can grow personally, acknowledge their identities, and express difference while nurturing acceptance and respect for self and others;
- We provide professional development opportunities for faculty and staff in diversity training and social justice education;
- We celebrate the diversity within our community and affirm the bond we share as human beings.

If suggestions are obtained, it should be realized by all concerned that professional judgment is necessary to evaluate the relative merit, cost, facilities, and personnel required to implement the suggested curricular offerings as well as the value to the students.

A committee of students, professional staff and administration should be formed to plan and organize school assembly programs. Suggestions from non-committee members should also be encouraged and considered. Such assemblies are an important part of the total instructional program and topics or speakers of contemporary interest to students should be encouraged whenever possible. In the cases of controversial topics or speakers, presentations should be balanced in terms of existing major points of view. All assembly programs are to be planned carefully in advance and be included as part of the total program authorized by the school administration. School authorities should be given a written (brief) description of each program in advance.

Freedom of speech is guaranteed to all citizens, and students must be allowed to exercise their constitutionally protected rights of free speech, petition, and assembly as long as they do not interfere with the educational process. Materials presented to students should be relevant to the course and appropriate to the maturity level and intellectual ability of the students. Students should have the opportunity to investigate different views related to topics and materials introduced or presented. Teachers should, at all times, strive to promote tolerance for the views and opinions of others and for the rights of individuals to permit the expression of the views and opinions of others and to encourage students to examine, analyze, evaluate, and synthesize all information about such topics and materials.

School newspapers, yearbooks, literary magazines, and other publications should be guaranteed the right of freedom of the press, subject to existing laws of libel and obscenity. Students should utilize the highest publication standards. Other non-school sponsored student publications should be subjected to locally determined policy for the distribution on school premises.

The School Committee is to establish policy in areas where administrators and publication advisors will not be held responsible for items published in student publications which may be offensive to the committee and/or others in the community.

Student thoughts need to be expressed with the distinction between factual reporting and editorializing.

The activities of students other than at school functions, carried on entirely outside of normal hours and off school premises and social media, are not the legal responsibility of the school. However, a student may be held accountable if outside activities contribute to a hostile school environment or a disruption of the school day.

Students should be allowed the use of school facilities for extracurricular activities and should be encouraged to participate in these activities, including clubs, recreational events, and other such related activities. These activities must be scheduled in keeping with normal school committee regulations and provide for supervision according to school rules.

Every student has the right to an education free of physical and psychological disruption. There are several dimensions to Frontier's work to make this a reality for all students: Restorative practices, Massachusetts General Law, Chapter 222 and equity advancement. Two big ideas inform Frontier's

work to make this right a reality for all students. The essential idea of restorative practices is that schools should invest in supporting students to do the right thing and repair social contracts and relationships rather than limiting their work to ‘catching’ them when they don’t. ‘Chapter 222’, the law, recently passed by the Massachusetts legislature, discourages an over-reliance on suspension as a response to students’ inappropriate behavior and, instead, encourages schools to develop responses that limit the amount of time students are out of class. Suspension remains an option, but only as a last resort in cases of extreme behaviors that significantly disrupt the learning environment or threaten the well-being of the school community. As an alternative, and, oftentimes a complement to suspensions or other consequences, Frontier has developed a range of interventions designed to enable students to reflect on their behavior and develop more productive choices for the future. This work is a coordinated effort, shared by Student Support Services and the assistant principal. Interventions are a broader, more comprehensive response, ones that could include the assigning of consequences, but are not limited to it. Again, the intent here is to achieve a better balance between holding students accountable for their behavior and supporting them to find ways to make better decisions in the future. Lastly, equity advancement refers to Frontier’s on-going work to ensure that both school-wide and classroom climates are safe and inclusive. The foundation of this work is the acknowledgment that bias can privilege some individuals and groups over others. Advancing social justice allows Frontier to create a learning environment that welcomes and supports all members of the school community.

Upon termination or graduation from school, every student should have the right to review his/her school records. Only academic and attendance information on record should be released to requesting agencies and institutions by the school and only with the approval of the student and/or his/her parents. The school will release only those items of record which parents and/or students specifically request and this only to specified persons or institutions.

Local schools should establish a clearly defined procedure for the consideration of student problems and the processing of student complaints. This procedure should be developed cooperatively between the students and professional staff and students should be guaranteed the right of Due Process.

As a component of a comprehensive safe school plan, video surveillance, with or without audio capability, may be used in the common areas of the school and on school buses to maintain the security of students, staff members and visitors. Surveillance equipment may or may not be monitored at any time. Video recordings may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view video recordings that include more than one student. Law enforcement representatives in the course of a criminal investigation may view video recordings.



## SCHEDULES & CALENDAR

### SCHOOL HOURS

School hours are 7:45 a.m. to 2:15 p.m. unless students are involved in an extracurricular activity, extra help and/or assigned detention. Students, who are waiting for transportation, must not be creating a disturbance, as any offenders will be turned in to the administration. After school hours only personnel with legitimate reasons are allowed in the building. Students are not permitted in the building after regular school hours or in the evening or on the weekends without scheduled and approved supervision.

Please reference the school calendars for both the High School and Middle School at our school's website: [www.frsu38.org/frs](http://www.frsu38.org/frs)

## ACADEMICS

### GRADUATION REQUIREMENTS

This section of the handbook will help students and parents understand the academic requirements for graduation.

**All students must be full time students and carry a minimum of twenty (20) credits of work or its equivalent each semester.**

English *	20 credits	Students must take English 9,10,11&12 in sequential order.
Math *	20 credits	
Science	20 credits	Students must take introductory Chemistry and Biology by the end of tenth grade.
Social Studies	20 credits	Students must take the following: World History I & II, United States History and American Government.
Information Technology	10 credits	
Phys Ed	10 credits	
Ethics	2.5 credits	
Health	2.5/5.0 credits	Beginning with the class of 2014, students must take 5 credits of health.
World Language	10 credits	A minimum of 10 credits in one World Language
Arts Courses in fine and practical arts and experience in community service learning is also a valuable addition to a student's transcript.		

TOTAL REQUIRED CREDITS	100/102.5 (beginning class of 2014)
TOTAL ELECTIVE CREDITS	40
TOTAL GRADUATION CREDITS	140 REQUIRED

\*Students who do not score at the proficient level on the Massachusetts Comprehensive Assessment System (MCAS) will be required to take classes in these subjects every year until graduation, even if Frontier credit requirements have been met.

The administration will determine credit toward graduation for students who have (1) work study programs; (2) transferred from other schools; (3) summer school programs (4) taken substitute programs for required courses; (5) participated in the Off-Campus College or early entrant program; (6) taken courses from the Virtual High School.

### **MCAS**

Beginning with the Class of 2003, students were required to pass the MCAS grade 10 tests in English Language Arts, Mathematics and a subject science test such as biology or chemistry as one requirement for a high school diploma. Students will be given multiple opportunities, if necessary, to pass the tests. Students must also meet local graduation requirements for a high school graduation, i.e., completion of required coursework.

For information on the Massachusetts Education Frameworks and MCAS testing visit the Department of Education web site @ [www.doe.mass.edu/](http://www.doe.mass.edu/) or you may call the Department of Education at 1-(781) 338-3000 for an overview of Massachusetts Comprehensive Assessment System. For FRS contact regarding MCAS please contact the Principal's office or Guidance department at 665-2118.

#### **Scholarships Awarded for MCAS**

Students have the ability to qualify for one of two tuition waivers to Massachusetts public state colleges and universities. Please call guidance for further information.

#### **John and Abigail Adams Scholarship**

Students qualify by scoring, at the least: (a) in the *Advanced* category in English Language Arts or Mathematics and *Advanced* or *Proficient* in the other subject area on the grade 10 MCAS assessments; and, (b) in the top 25% of the students in the district on these tests.

#### **Koplik Certificate of Mastery**

Students initially qualify by scoring, at the least, in the *Advanced* category in English Language Arts or Mathematics and *Advanced* or *Proficient* in the other subject area on the grade 10 MCAS assessments.

### **SCHEDULE CHANGE PROCEDURE**

Course changes can be difficult and disruptive once the semester begins. Therefore, no student will be allowed to make schedule changes following the first week of the semester, unless there are extraordinary circumstances. \* This procedure is necessary for the following reasons:

- To prevent interruption to the course curriculum.
- To keep class sizes within manageable limits.
- To allow teachers to acquaint themselves with their students as quickly as possible.

**The schedule change period(s) is limited to the first five (5) days of each quarter**

During the schedule change periods, all requests for changes must be made through the student's guidance counselor. A letter of request, which states the reason for the change, must be submitted to the counselor. Both the parent and the student must sign this letter.

Teacher-initiated schedule changes during the schedule change periods will be handled through the student's guidance counselor. After the schedule change period, teacher-initiated changes will be processed through administration. It is important to understand that a request for a schedule change does not necessarily mean that the change is possible or advised. Class size, course prerequisites, scheduling conflicts and other issues may mean that it is not possible to make the requested change. Therefore, students must attend any potentially dropped course right up to the day any official course change goes into effect.

- Students and parents who wish to initiate schedule changes following the deadlines must apply in writing to the building principal. Administrative authorization of the schedule change must be received in writing by the guidance department before the change can be implemented.

#### **WITHDRAWAL FROM A COURSE**

Each student is required to be enrolled in an academic program that is equivalent to a minimum course load of 40 credits per year. If a student withdraws from a course, his/her performance at the time of withdrawal will determine the recorded grade. The following standards shall apply: a grade of W (withdrawn) shall be recorded when the student is withdrawn from a course because the coursework is beyond the ability or skill of the student. This will be determined by the teacher in consultation with administration. The administration may determine other sufficient reason for a grade of W. A grade of W/F (withdrawal with a failing status) shall be recorded when the student is withdrawn from a course because of: administrative actions as a result of the student's negative behavior in the course and/or the student is failing the course at the time of withdrawal. A student who withdraws from a course with a W/F grade shall be **ineligible** for all extra-curricular activities in accordance with existing FRS eligibility requirements.

#### **WORK TO BE MADE-UP – Incomplete Quarter Grades**

All incomplete grades at the end of a quarter must be made up within ten (10) school days from the end of the quarter. If grades are not made up during this time, the grade recorded will be an F.

#### **ENROLLMENT OF NON-TRANSFER STUDENTS OVER AGE 16**

Students over the age of 16 not at present enrolled in any other school who wish to enroll at Frontier Regional must do so during the first 15 school days of a semester or wait until the next semester to enroll. Students less than sixteen must, by law, be continuously enrolled in some school.

#### **EARLY GRADUATION**

A student may make a request to graduate early provided they meet all graduation requirements. A letter of intent must be filed with the building principal by September 15<sup>th</sup> and have written approval from parents. The administration will make the final determination of all early graduation requests.

## **SUMMER SCHOOL GUIDELINES**

The summer school attendance and earned credit may be obtained through consultation with guidance and administration.

## **HONOR ROLL**

In order for a student to receive **Maximum Honors** a student is required to have all A's grades at the quarter marking period. **High Honors** requires a student to have A's & B's grades at the quarter marking period. Students are required to have all B's at the quarter marking period to receive **Honors**.

## **HOMEWORK POLICY**

Homework is any assignment and/or activity above and beyond the time that a student spends in a regular classroom to reinforce the learning of the material that has already been discussed in the classroom, will be discussed, or to gather information related to the school subject matter. Homework can be different in nature, length, and format according to the nature of the course. Homework may include such things as background reading, research projects, make-up work, remedial help, and practice in study habits and skills. Parents and students are encouraged to communicate with teachers regarding specific requirements and expectations for homework. If students are absent, they may contact their teachers via email. All email addresses can be found by clicking on "staff directory" on the Frontier homepage. If no response is received within 24 hours, students or parents may contact the guidance department for assistance.

## **OFF-CAMPUS COLLEGE PROGRAM**

The Off-Campus College Program was authorized in the Education Reform Act of 1993. Today, qualified public high school students can earn both high school and college credit through this program. Students interested in pursuing this option should meet with their guidance counselor to learn about qualifications, procedures and deadlines.

## **INDEPENDENT STUDY GUIDELINES**

Students in grades 11 & 12 who are interested in independent study options should meet with their guidance counselor to determine whether this program is feasible as part of their academic plan. All forms and guidelines are available in the guidance office.

## **REPORT CARDS**

Report cards are available four times per year for high school and middle school students on PowerSchool and are mailed home at the end of each semester.

The following grading system is used at Frontier Regional School:

1. Term grades and the final grade shall be recorded as a letter grade unless otherwise specified.
2. The final exam mark shall count as twenty percent of the final grade.

3. The yearly average for each subject will be the average letter grade of the marking periods and the final exam.
4. The passing grade shall be a mark of 60 or above.
5. The grading procedure provides for a mark based upon effort, participation and attendance as well as upon the mathematical percentage obtained from test results. A marking period is approximately ten weeks long.

### **PROGRESS REPORTS**

Frontier school posts progress reports and report cards using PowerSchool. Parents and students each receive their own confidential online account where information from classes as well as grades is easily reported by teachers. Paper copies of report cards will also be mailed home at the end of each semester. Teachers are required to post at the midpoint of each quarter, and at the close of each quarter as well as final grades. PowerSchool accounts do not need to be reactivated each year. Once they are set-up they can be used for the entire time a student is enrolled at Frontier. Families that require a paper copy of progress reports mail to their home need to contact the guidance office.

### **FINAL EXAMINATIONS**

#### **HIGH SCHOOL**

- Final exams are scheduled during the last few days of each semester.
- Final examinations count as 20% of high school grades for all courses. (Quarter, Semester, or full year)
- Final examinations are to be given during scheduled times only for semester and full year courses. Quarter courses schedule their own exams.
- High school teachers may elect to use alternative assessment for part of or the entire final exam grade depending on the course.
- Final exam grades must be recorded separately to ensure the 20% computation by guidance.

#### **MIDDLE SCHOOL**

- Middle school students will not have final examinations as a separate part of the yearly grade nor as a defined percentage of grade.
- Teachers who elect to give end of the semester or end of the year exams or projects must include these grades as part of the semester grade.

### **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) serves to honor students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. With respect to scholarship, only students with a grade point average (GPA) of 3.80 at the end of the first semester of junior year will be considered eligible. Those who are academically eligible will be asked to complete a *Student Activity*

*Information Form* to be considered for selection. Students are then evaluated on the basis of leadership, service, and character. The selection of members shall be determined by a faculty review board and will be consistent with the rules and regulations of the National Honor Society as well as local by-laws. Any questions should be directed to the advisors or administration.

Privileges:

1. During lunch periods, NHS students may leave the cafeteria without a pass. Only Senior members with the proper permission may leave school grounds for lunch.
2. Subject to availability, NHS students may request an extra locker. Senior members have priority over Junior members.

Responsibilities:

1. **Members must conduct themselves in a responsible manner at all times, and maintain the standards that resulted in their selection.**
2. **Members may not leave school grounds without the permission of the administration and their parents.**
3. **Members are expected to support and to attend meetings in order to conduct chapter business.**
4. **Members are required to participate in a minimum of fifteen (15) service hours per academic year.**
5. **Members are required to pay an annual dues, which will cover the national membership fee (\$5) plus the cost of stoles and/or pins to be worn at graduation. The specific amount will vary year-to-year based on the preferences of the class; a typical amount is ~\$40.**
6. **NHS members elected to officer positions will have additional responsibilities.**

**EXTRA HELP**

Each teacher shall be available for extra help and teacher detentions for one and a half hours in the afternoon each week. Students may volunteer or be assigned to these sessions. Students should feel free to request extra help from individual teachers at any time, and to make an appointment with the Guidance Department any time the need arises to deal with difficult personal problems. High school teachers are expected to post their extra help hours.

## **MIDDLE SCHOOL EXPLORATORY GRADING**

Beginning with the academic year 2021/2022, Middle School Exploratory classes will be assessed on a standards-based grading system.

## **ATTENDANCE POLICY & PROCEDURE**

ATTENDANCE (Mass. Law)

School is compulsory for students under the age of sixteen. A student may be considered truant and court proceedings initiated when the student accumulates more than seven unexcused absences in a six-month period. (See MGL CH. 76, S. 2 and S. 5) Also see the High School Attendance Policy.

CH. 76, Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, gender expression, religion, national origin or sexual orientation.

### **ATTENDANCE (High School Policy)**

Any student who misses ten (10) classes in any semester course will not receive credit for that course. The course must be retaken for credit. For a quarter course, any student who misses five (5) classes will not receive credit for that course; missing 20 classes for a yearlong course, i.e. (10) per semester, will also result in loss of credit.

- In a semester course, when the student misses five (5) classes and then seven (7) classes, the parents will be notified in writing. Upon the tenth (10<sup>th</sup>) absence, the parents will be notified by mail. These notifications will apply to the first course where there is a loss of credit each semester. Parents should review the attendance record to note other courses where there may be a loss of credit or where the student may be dangerously close. Therefore if a student misses 11 days of school a parent will not receive four letters for loss of credit.
- In a quarter course, the parents will be notified in writing upon the second (2<sup>nd</sup>) absence and by mail after the fifth (5<sup>th</sup>) absence.
- Limited Opportunity to Regain Lost Credit: It may be possible for a student who has exceeded the absence limit during the first semester (more than 9 days in a semester) to regain credit through exemplary attendance during the second semester. If a student's attendance was satisfactory during the first semester but not the second, the student may

work with the guidance department to identify options for regaining credit through satisfactory attendance at an approved summer school program.

## ABSENCES

General absences from school for common illness and other minor reasons are considered unexcused. The school allows 9 days each semester for students to be absent. Parents are not allowed to excuse absences from this nine day total unless the reason for the absence is listed under “excused” absence below. Please note the school may ask for documentation for any excused absences

### A. UNEXCUSED Absences from school include:

- Missing school for common illness
- Truancy, cutting class/school
- Suspensions
- Missing more than 15 minutes of the class period
- Vacations taken while school is in session
- Driver’s license exams

### B. EXCUSED absences from school include:

- Religious observance
- Illness; serious, long term with a doctor’s note.
- School sponsored trips or events
- Death of a family member
- Medical appointment with doctor – physician’s note
- Court appointment
- Specified college visit arranged in advance

### C. APPEALS PROCESS

- Waivers relative to the applicability of this policy may be made to the Principal within 10 days of the date on the letter. Appeals relative to the enforcement of this policy must be made in writing to the Superintendent of Schools within two (2) weeks of the parent(s) receipt of the loss of credit letter.

## PROCEDURE FOR ABSENCES

1. On the day of absence, the student's parent/guardian must call the school or the student must bring a note from his/her parent/guardian to the attendance office on the day of his return. The note, signed by the parent or guardian, must state the student's name, indicate the dates of absence from school and give the reason for absence.
2. If the attendance office does not receive a call from a parent/guardian by 9 a.m. by the day of the absence phone calls will be made to your home and/or parent/guardian’s place of work.



3. The school requires the student to bring an excuse for each absence. The administration, after investigating, will determine whether the absence was excused or unexcused.

If a student is absent, if he/she arrives after 10:50a.m. or is dismissed before 10:50 a.m. on the day of a school-sponsored function, including athletic events, the student may not attend that function unless approved by the administration. Students also would not be able to participate in an athletic or school activity on Saturday if the student is absent Friday without approval by administration.

### **TRUANCY**

Students who are absent from school without parent/guardian contact or note will be considered truant and receive a full day internal suspension.

### **TARDIES**

All students are to report to the office to sign in and receive a tardy slip if they are not in block 1 class by 7:50 AM. All tardies are unexcused unless they qualify as an absence for which an excuse will be approved (see approved in absence policy). A student who arrives unexcused to school after 8:05 am will be considered absent from the class and not receive credit for being present (see Attendance Policy above). Typical unexcused tardies include sleeping late, missing a ride or bus, etc. Bad weather will occasionally be an acceptable excuse for tardiness at the administration's discretion.

Unexcused tardies to school:

4<sup>th</sup> – 6<sup>th</sup> – one office detention per offense and parent notification

More than 6 offenses – a half day internal suspension for each tardy and parent notification (or possible parent meeting). Seniors will lose Senior Privileges.

### **TARDY REFRESHMENTS**

Students arriving late to school with food and/or beverages (i.e. coffee, donuts etc.) will need to dispose of these refreshments before entering class. Students will not be allowed to enter class late with “breakfast” refreshments. After arriving at school late, students failing to attend class in a timely manner may receive a class cut detention.

### **EARLY DISMISSAL**

A student who is dismissed must report to the attendance office before the end of first block to receive an early dismissal slip. All dismissal requests must come in written form from parents. Every effort should be made to arrange doctor, dentist and other appointments after school hours. Parental dismissals that will be considered unexcused for attendance reasons include leaving early for a vacation, hair appointments, etc.

- **The same excuses for absences are the only excused reasons for dismissal.**
- All nurse dismissals will be excused, and will not count toward the credit policy.
- Unexcused dismissals, like tardies, also count toward the 10 day credit policy and will impact earning credits in classes scheduled in the latter part of the day, primarily.

- Students with unexcused dismissals from school will not be able to participate in any after school functions that day or on the weekend for Friday dismissals.
- Dismissed students are required to show their dismissal pass to the classroom teacher at the time of the dismissal before signing out in the office and leaving through the front doors.
- When returning to school following a legitimate appointment, a professional note is required (doctor, dentist, court etc.) to document as an excused absence.

### **SKIPPING CLASS**

**Students who skip class will be assigned a two hour after school detention for each skipped class with parent notification through the student's 1<sup>st</sup>-3<sup>rd</sup> class skip. For students who skip a 4<sup>th</sup> time and beyond will be assigned a ½ day internal suspension, parent notification, and/or a parent meeting.** A class skip/cut is considered an absence from class and will be added to a student's total attendance record. Students who skip class may not be allowed to make up missed work from that class period.

### **LEAVING SCHOOL GROUNDS**

Leaving school grounds without permission is a serious infraction of school policy. The school is responsible for your safety. **Students who leave school without permission will have their parents contacted and will receive 2 blocks of ISS. No notes or calls for dismissal will be accepted after the offense has been committed.**

### **MAKE-UP WORK GUIDELINES**

1. All work missed due to absence during a marking period must be made up before a grade for the marking period can be given.
2. Makeup is allowed for all absences, including suspensions, but not for days of truancy, leaving school without permission, or confirmed class "skipping".
3. Students returning from short term excused absences (up to 5 consecutive days) are given 1 day for each day absent to make up work, not to extend beyond the number of days absent. In cases of long term absences, longer periods for make-up may be granted with administrative approval, with the exception of a diagnosed concussion, in which case make-up work schedules will be followed under the guidance of a doctor's return to school plan submitted in writing to the school.
4. The school requires written verification of medical excuses by a practicing physician to be filed in the student's temporary record to avoid having those absences count toward the 10 day maximum allowed to earn credit. (see attendance policy)
5. Each student affected by this policy shall have the opportunity for due process. Teachers are allowed some refinement of this procedure, based on their course syllabi.
6. This policy shall not in any way circumvent regulations set up under chapter 776 or 504 accommodation plan.

7. Students on extended family vacations are responsible for making up all missed work. Teachers may be able to provide the work ahead of time, but this is not always possible. Please plan accordingly. Note: These are unexcused absences.

## **ADDITIONAL GENERAL INFORMATION**

### **AGE OF MAJORITY**

When a student reaches the age of majority (18), the student is afforded all the rights and privileges of adulthood. It is imperative that the student who reaches this status recognizes that schools have been given the right to establish reasonable rules regarding their operation. A student attending school, regardless of age, is covered by school committee policies. An 18-year old student's responsibility does not change upon reaching the age of majority.

### **LOST AND FOUND**

The lost and found area is located in the cafeteria. Any personal or school property found in or near the immediate area of the school should be turned in to the office. The school is not responsible for lost or stolen articles. Articles will be kept in the lost and found area for a reasonable time after which they will be discarded.

### **SCHOLARSHIPS**

To aid in financing higher education, schools and colleges offer many opportunities to receive financial help. Many scholarships of varying amounts are awarded annually at commencement services to members of the senior class. Scholarships are made available by industry, business firms, clubs, hospital associations and other community groups.

A student seeking financial assistance should make an application for scholarship aid at the college to be attended, at school, and from any other available resources. Specific information may be secured in the guidance office. It is the **student's responsibility** to file all applications for scholarship assistance fully and to submit them by the due date in order to be considered.

### **SILVER F AWARD**

The Silver F is given by the Frontier Regional School in recognition of achievement in school and community. It is one of the most prestigious awards a student can earn while attending Frontier Regional School. Students in grades 9-12 may earn points toward the Silver F in three different categories: Scholarship, Service, and Extracurricular Activities.

A student must earn a total of 28 points; 8 must be in scholarship. These points can be earned by making the honor roll, participating in the Student Council, or a teacher can assign points for Extra-Curricular Activities, among other things. A total of 20 points must be earned in any combination of the other two categories. Extra-curricular points may be earned for participation in

athletes, music, drama, or any club or activity. Students may also earn points for student government activities, journalism, School Council, etc. Another important component of the Silver F is service. Students may earn points by working as a department aide, and/or taking part in programs such as Big Brother/Big Sister, peer tutoring , and Peer Mentoring/Social Justice Group. Service outside of school can also count toward the Silver F. A student who is involved in activities that provide a service to the community will be eligible for Silver F points. A student may accumulate more than 28 points. However, 8 in scholarship and 20 in combination from the other 2 categories is a minimum, e.g. 10 in scholarship and 18 in the other two would not qualify.

### **STUDENT CLASS OBLIGATIONS**

Students are expected to be an active member of their class. Class dues are an important resource for class events. It is your responsibility to pay your class dues in full and on time. We also hope that you will participate in fundraising activities for your class. Failure to meet school, class, or library \obligations (monetary or material), may result in a loss of privileges funded by these monies including senior privileges, yearbook and prom.

### **USE OF FACILITIES**

Community members who wish to use the school facility, including the athletic fields, are required to complete a “Use of Facility” request form available through the main office. The request must be submitted to the principal/designee for approval. Certain fees may apply.

## **SCHOOL REGULATIONS & STUDENT DISCIPLINE**

### **CODE OF CONDUCT**

Students at Frontier Regional School are required to practice school appropriate behaviors. These behaviors are the tenets of the Frontier Regional School Mission and Expectations.

- Develop social skills and good manners
- Make informed and responsible judgments regarding health of self, the environment and society
- Organize and manage time and resources for all aspects of life
- Take pride in one’s own work
- Act with integrity
- Work cooperatively and effectively in team efforts on a variety of tasks, appreciating the contributions and perspective of others

- Value and practice community responsibility
- Appreciate the principles of democracy, equality, freedom, law, justice and social justice
- Respect the rights and be sensitive to the needs of others
- Be lifelong learners, continuing to prepare for a changing world
- Differentiate between fact and opinion
- Recognizing bias and stereotyping

Teachers, students, administration and support staff at Frontier Regional School follow the mission of the school as a guide to “provide the highest quality education which builds a strong foundation for lifelong learning, values the individual, fosters community and respects tradition while responding to the changing needs of society.”

## **DEFINITION OF TERMS**

Restorative Practices: Restorative practice is an active process aimed to improve and repair relationships between people and communities. The purpose is to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships.

Social Probation: Not allowed on school grounds at specified times or to attend school-related activities.

Teacher Assigned Detentions: Staying with a teacher for up to 45 minutes after school. A 24 hour notice must be given to the student. Failure to attend a teacher assigned detention will result in referral to the administration.

Office Detentions: 2:15-4:00 P.M. after school in a designated area on Tuesday, Wednesday, Thursday. A 24 hour notice is required. Students are expected to do class work or remain silent in detention.

Community Service: Students will provide service to custodial, office, or cafeteria staff at the determination of the administration for a period of time commensurate with the infraction.

Internal Suspension: Held for up to an entire school day or days. Students are expected to complete class assignments in order to continue to earn credits and make academic progress. Students must comply with the ISS rules successfully to be released from their consequences.

External Suspension: Short-term suspensions can be for up to ten (10) school days. The length of the suspension is at the discretion of the administration. Suspensions of five (5) days or more may be appealed to the Principal. Long-Term suspensions are for more than 10 days (please see below under “Due Process”). During this process, students will have access to a school sponsored education service plan. Suspended students may not be at school or attend any school-related functions such as sporting events, concerts etc. during the period of suspension

Expulsion: Permanent removal from school.

## **RULES OF CONDUCT AND DISCIPLINE**

Rules of appropriate behavior are established to help foster and support respect and caring. By being an honorable citizen of the school, students develop a sense of safety with each other and the adults in the school community. It should also be noted, however, that any disruption to the school program that interferes with student learning will be addressed accordingly. Included are rules and discipline that will be used if necessary. Rules defining conduct are necessary to enable everyone to work effectively, harmoniously and safely together. Infractions of these rules will lead to disciplinary action.

Ultimately, the school has a responsibility to have a meaningful and fair behavioral code in order to maintain safety, order and discipline in the school. Types of discipline employed include the following:

1. Restorative Practices
2. Teacher detention
3. Office detention
4. Community Service
5. Internal suspension
6. External suspension (short and long term)
7. Expulsion

Multiple infractions will result in progressive discipline at the discretion of the school administration. In determining the severity of a penalty, the faculty or administration will consider all relevant factors including, but not limited to:

1. Student's previous discipline record
2. Severity of disruption to the educational process
3. Degree of danger to self, others and the school in general
4. Degree to which the student is willing to change inappropriate behavior

## **DETENTIONS**

**Teacher Detentions** - As a first step, any behavior deemed improper by a teacher (minor infractions) such as: insubordination, tardiness, verbal abuse, lack of respect, disruption of class, etc. follows the procedure below. Teachers are to use this time as a method of discussion (PBIS/Restorative Practices).

1. To be served after school with the teacher in a room designated by that teacher.
2. If a student is assigned a teacher detention and an office detention on the same day, the teacher detention takes priority. The office detention will be reassigned for the next available day by the office.
3. Students will receive a 24-hour notice and will stay for regular detention the next day.

4. If a student fails to report for a teacher detention, the student can be assigned to an office detention or one Saturday detention, a more serious consequence, based on the teacher referral.

**Office Detentions** - Office detentions are to be served after school in the room of the assigned teacher. Detentions may be assigned by the Assistant Principal, based on a teacher referral, if the student does not serve a teacher detention or if referred to the Assistant Principal for more severe incidents such as:

1. Inappropriate or vulgar language
2. Intimidation
3. Horseplay
4. Tardiness to school
5. Inappropriate public display of affection after warning
6. Other violations of school policy as determined by the administration.
7. Any subsequent offenses which are serious and of a nature so as to obstruct the educational process, may be considered for progressive discipline.

#### *OFFICE DETENTION PROCEDURE*

1. Office detentions are to be served after school in the assigned room on primarily **TUESDAY, WEDNESDAY, and THURSDAY.**
2. **Tardy detentions will be one hour in length. Other discipline detentions will be the full two hours.**
3. Any student absent from office detention without administration authorization may be assigned to Saturday detention or in-school suspension.
4. Students are to arrive in the detention room no later than 2:15.
5. No student will be permitted to leave the detention room for any reason other than for an unforeseen emergency.
6. Failure to comply with detention requirements may bring an assignment of a Saturday detention or internal suspension from classes and parents may be requested to come to the school for a conference with the administration prior to readmission.
7. Students in office detention are required to follow the rules of detention.
8. Alternatives to detentions or internal suspension may be “worked off” by performing tasks assigned by the custodians, cafeteria staff and/or by teachers who have prearranged a working detention with the principal.
9. Students who have not served assigned office detentions will not be allowed to participate in any school related event that day to include: field trips, practices, after school rehearsals, games, and concerts, etc.
10. **Students who skip/cut their assigned detention will be assigned a one day internal suspension and will be assigned an office detention to be served that same day as the internal suspension.**

## **COMMUNITY SERVICE**

At the discretion of the administration and with the agreement from caregivers and students, voluntary school (community) service may be used in lieu of detention(s) and/or in-school suspension. Students may be assigned to the custodial, office and/or cafeteria staff.

## **IN HOUSE SUSPENSIONS (ISS)**

Internal suspension will be assigned, in most instances, by the administration as a result of a serious or multiple offense. A student will be assigned to the ISS room by 7:50 A.M.

1. Students are responsible for getting their daily assignments from their instructors before reporting to ISS. The students will be given credit for all completed assignments returned to the ISS monitor at the end of the assigned day.
2. A lunch period for all ISS students will be determined by the ISS monitor.
3. Students assigned internal suspension will not be allowed to participate in school events the day of the suspension. This includes assemblies and meetings, field trips, after school practices, rehearsals, games concerts, etc. Participation in Friday and weekend school events will not be allowed if serving Friday ISS.

## **EXTERNAL SUSPENSION**

The lists below are typical of cases which can result in immediate disciplinary action. Charges may be filed and are not to be construed as limiting or restricting disciplinary action to the specific cases listed below:

1. Theft
2. Leaving school property without permission during school hours
3. Fighting or otherwise assaulting anyone on school property
4. Insubordination, disobedience, disrespectful behavior toward staff
5. Willful disregard of any safety rules or other acts which endanger the student or others
6. Disregard of environmental protection practices or acts which endanger the environment
7. Participation in an illegal school stoppage
8. Defacing school property, willful or attempted property damage, or flagrant acts which result in property damage
9. Leaving any area before being properly dismissed
10. Gambling on school property
11. Possessing, drinking, or being under the influence of intoxicants on school property (see controlled substance policy)
12. Any actions which are inconsistent with acceptable behavior that may disrupt normal school operations, e.g., bomb scares, false "fire" alarms, etc.
13. Any action which is deemed to have been a threat, or to be a threat to the health, safety, or welfare of other students or school employees.
14. Deliberate acts of skipping or evidencing intent to avoid scheduled classes



15. Directing abusive language at other persons
16. Out-of-control behavior
17. Pattern of persistent or continuous misbehavior
18. Unauthorized use of school property equipment or materials
19. Outside the school building or in any other unauthorized area without teacher or administrator approval
20. Evidence of smoking (in all its forms) in the building or on school grounds and at school events (see tobacco policy)
21. Chronic school offender of minor infractions (see list under teacher and office detention)
22. Targeted hate speech
23. Harassment, sexual harassment, and/or hazing (see individual policies)

Students who are externally suspended short term will have the opportunity to continue to make academic progress by completing assignments for credit.

Students with an out of school suspension are not permitted to participate in any school activities. However, school work can be made up. Parents/caregivers will be notified and should take a special interest in this matter. Students suspended on Friday will also not be able to participate in any Friday or weekend school events. Students will not be allowed to go on field trips if they have had a suspension within 15 school days of the trip and/or have not served all assigned detentions

### **DUE PROCESS**

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language

1. Student shall be given notice of charges, orally and/or in writing
2. Evidence that was obtained shall be explained to the student.
3. Students will be given the opportunity to present their side of the story.
4. All efforts will be made to make sure that discipline is fundamentally fair and consistent.
5. The greater the charges, the greater the due process rights will be afforded to the student.

It is hoped that this can be accomplished in an atmosphere of relative calm but it is to be expected in some cases, because of emotional considerations, this will not be possible. In those cases, the person in charge shall make a reasoned judgment of what is the best course of action to be taken that preserves sound educational objectives.

**Infractions and Ramifications:** The above general guidelines give an overview of the common sense expectations for behavior. Because rules can be broken, it is important that students, parents, teachers, and the administration agree upon the ways that these infractions will be handled and the consequences which may result. What follows is a specific listing of procedures and possible disciplinary consequences.

Notification and Hearing Procedure: Pursuant to Chapter 222 of G.L. S37H3/4, school suspensions require oral notice to the student from the principal of the charges against the student and the basis for the charges, with the opportunity to respond. The principal will then notify the parent as soon as possible about the length of the suspension and the infraction committed. For short term (less than 10 days) and long term (10 days or more), oral and written notice of the infraction shall occur prior to imposing the suspension, in the language spoken in the home. Written notice of due process and the provision for an opportunity for a hearing with the school principal will occur regarding the infraction. Students have the right to appeal the decision of the school principal for long term suspensions with the superintendent of schools. The superintendent's decision is final.

(Note: This section is inapplicable to suspensions or expulsions imposed pursuant to the Education Reform Act, MA. General Laws, c.71,S37H1/2. Any appeal rights for such disciplinary action will be as provided in the statute.) Matters concerning classroom standards or requirements may be appealed to the appropriate subject matter department head and then the principal.

#### Procedure for Deletion of Unwarranted Suspensions from Student Records

1. A parent(s)/guardian(s) or student over the age of 18 may submit a request in writing to the Assistant Principal to remove an unwarranted suspension. The request needs to be submitted within thirty (30) days of the suspension unless good cause is shown.
2. The request needs to contain clear evidence as to why the suspension is "unwarranted".
3. The Assistant Principal will investigate the evidence and a written response will be provided within fifteen (15) days from receipt of the written request. All decisions of the Assistant Principal are final.

### **EXPULSION**

Under provisions of the Educational Reform Act of 1993, four areas of student misconduct come under special scrutiny and call for expulsion from school by the Principal if the acts occur . . . "on school premises or at school-sponsored or school related events, including athletic games."

- Possession of a dangerous weapon, including but not limited to a gun or knife
- Possession of a controlled substance including but not limited to marijuana, cocaine, and heroin
- Assault on an administrator, teacher, instructional assistant, or other educational staff
- In addition, a student who has been charged with a felony or is the subject of a felony delinquency complaint, on or off school property, is subject to expulsion
- Students charged with any of these violations . . . "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 the said hearing before the principal."

**DISCIPLINE OF STUDENTS WITH DISABILITIES (IEP/504)** Procedures for suspensions of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has

developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. When a suspension constitutes a change of placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP/504, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP/504 – "a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer: a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP/504 goals; and b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days A. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or 99 B. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP/504, and provides services to address the problem behavior.
5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

**Procedural requirements applied to students not yet determined to be eligible for special education.**

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if: a. The parent had expressed concern in writing; or b. The parent had requested an evaluation; or c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

**BEHAVIOR IN THE HALLS**

During the passing of classes students should proceed immediately to the next class in an orderly manner. The passing time does not allow for any loitering or congregating in the halls. Students are requested to keep to the right in the halls and to keep moving. No running in the building.

## **ANTI-BULLYING POLICY**

### **I. Introduction**

It is the policy of the Frontier Regional and Union #38 School Districts to provide a learning and working environment for students, employees and visitors free from bullying.

### **II. Definitions**

A. “Aggressor” is a student or adult or member of the school staff including but not limited to educators, administrators, school nurses, cafeteria workers, custodians, athletic coaches, advisors to an extracurricular activity or paraprofessionals who engages in bullying, cyber bullying or retaliation.

B. “Bullying” is the repeated use by one or more students or employees of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to him or herself or of damage to his or her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process, orderly operation of a school or the working environment at a school.

C. “Cyberbullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

E. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is hereby prohibited.

F. “Target” is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

### **III. Policy**

A. Bullying is hereby prohibited by the Frontier Regional and Union #38 School Districts:

1. on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned leased or used by the Frontier Regional and Union #38 School Districts, or through the use of technology or an electronic device owned, leased or used by the Frontier Regional and Union #38 School Districts; and,
2. at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned leased or used by the Frontier Regional and Union #38 School Districts, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process, the orderly operation of the school or the working environment.

B. False accusations of bullying or retaliation shall be subject to disciplinary action.

C. This policy does not require the Frontier Regional and Union #38 School Districts to staff any non-school related activities, functions or programs.

### **IV. Bullying Prevention Plan**

This plan recognizes that certain students may be more vulnerable to bullying or harassment based on actual or perceived characteristics including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability by association with a person who has or is perceived to have one or more of these characteristics.

A. Reporting

1. Any staff including but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional **shall immediately** report any instance of bullying or retaliation the staff member has witnessed or become aware of to the Principal or his/her designee.
2. Any student, parent, guardian or other interested person may report any bullying or suspected bullying to the Principal or his/her designee as soon as reasonably possible. If possible, reports should be in writing but there is no requirement that they be written.
3. If an instance of bullying is reported to a staff member other than the Principal or his/her designee, the staff member **shall immediately** inform the Principal.
4. The Principal or his/her designee in charge of receiving complaints should keep accurate documentation of all complaints received.
5. The Principal or his/her designee should document the following:
  - a. the name of the complainant;
  - b. the status of the complainant (i.e. student, staff, third party);
  - c. the name of the alleged bully;
  - d. the date the complaint was received;
  - e. how the complaint was received (i.e., written, oral);
  - f. the nature of the complaint (i.e. facts of the complaint); and the names of witnesses.
6. Reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

#### B. Investigation

1. The Principal or his/her designee should conduct an investigation within 24 to 48 hours of the complaint, if possible.
2. The Principal or his/her designee should ask all appropriate questions of the complainant in order to get the full story.
  - a. who, what, when, where, how;
  - b. is there any physical evidence (documents, texts, voicemail);
  - c. effect of bullying - what will restore the complainant's sense of safety; and

- d. assess the complainant's need for protection and if needed determine what form the protection should take.
3. The Principal or his/her designee shall notify the parents or guardians of the alleged bully and the victim.
4. The Principal or his/her designee should caution all witnesses and the alleged bully that retaliation is also a violation of school policy.
5. The Principal or his/her designee should interview the alleged bully and fairly warn him/her that the conduct will, if appropriate, be reported to local law enforcement.
6. The Principal or his/her designee should interview witnesses.
7. The Principal or his/her designee should establish the following:
  - a. if the alleged bullying occurred;
  - b. when the alleged bullying occurred;
  - b. how frequently the alleged bullying occurred; and
  - c. specific facts about the type and severity of the alleged bullying;
  - d. if the bullying has affected the complainant;
  - e. what action will restore the complainant's sense of safety;
  - f. is the complainant in need of protection and if so what type;
  - g. what professional services are appropriate to recommend or require; and,
  - h. is notification to local law enforcement required.

#### C. Decision

1. Based upon a thorough investigation, the Principal or his/her designee shall make a decision that is appropriate for all parties concerning whether bullying occurred and if so what is the appropriate remedy including discipline of the perpetrator, appropriate educational and counseling remedies and protection of the complainant.
2. Depending on the circumstances of the case, if it is determined that bullying has occurred the Principal or his/her designee may discipline the offending party by ordering:
  - a. counseling;
  - b. schedule or class change;
  - c. stay away order;
  - d. an educational component;
  - e. a verbal warning;
  - f. a written warning;



- g. suspension;
  - h. expulsion, or;
  - i. any other remedy deemed appropriate by the Principal or his/her designee.
- 3. The Principal or his/her designee shall notify local law enforcement if he/she believes that criminal charges may be pursued against the alleged perpetrator.
- 4. Any discipline should be viewed in the light of balancing accountability with the need to teach appropriate behavior.
- 5. If the incident involves students from more than one school, the school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school or schools. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21, the school shall inform local law enforcement when appropriate and consistent with this policy.
- 6. The Principal or his/her designee should confer with the complainant and his/her parents to explain the action being taken including what, if any, actions are being taken to create a sense of safety for the complainant, and implementation of any protection plans and to make counseling referrals if appropriate.
- 7. The Principal or his/her designee shall confer with the alleged perpetrator and his/her parents. The Principal or his/her designee shall explain the discipline if any, make any counseling referral, explain plans for creating a sense of safety for the complainant, explain any protection plans and reiterate any retaliation by alleged perpetrator or family/friends may subject the offender to further discipline up to and including expulsion.
- 8. The Principal or his/her designee should follow-up on this decision in order to ensure that his/her recommendation has been put into effect.

D. Bullying Prevention Plan – Educational and Professional Development Components

- 1. This bullying prevention plan shall be developed and updated biennially in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies,

students, parents and guardians. There shall be notice of the consultation and a public comment period.

2. There will be ongoing professional development to build skills of all staff members, including but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals to prevent, identify and respond to bullying.
3. Professional development shall include:
  - a. developmentally appropriate strategies to prevent bullying incidents;
  - b. developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
  - c. information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying;
  - d. research findings on bullying including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
  - e. information on the incidence and nature of cyber-bullying; and
  - f. internet safety issues as they relate to cyber-bullying.
4. There shall be age appropriate instruction on bullying prevention in each grade incorporated into the curriculum. This curriculum shall be evidence based.
  - a. Parents and guardians shall be informed about the bullying prevention curriculum of the school, specifically: how parents and guardians can reinforce the curriculum at home and support the school and school plan;
  - b. dynamics of bullying; and,
  - c. online safety and cyber-bullying.
5. Each school shall provide to students and parents or guardians, in age-appropriate terms and in the languages, which are most prevalent among the students, parents, or guardians, annual written notice of the student related sections of the plan.
6. Each school shall provide annual written notice of the plan to all staff.
7. All staff shall be trained and provision for faculty and staff duties shall be included in the school employee handbook.
8. The Plan shall be posted on the website for each school.
9. The Principal or his/her designee shall be responsible for the implementation and oversight of the plan.

## **CAFETERIA, FOOD & DRINK**

Students are not to remain in the cafeteria during lunch for more than one lunch period. Students are expected to exercise self-control throughout lunch. NO STUDENT WILL BE PERMITTED TO LEAVE SCHOOL GROUNDS DURING LUNCH WITHOUT PERMISSION FROM THE ADMINISTRATION. (See Appendix for Senior Privilege Policy.)

Students using the school cafeteria are expected to:

1. Form single lines.
2. Avoid pushing or any other improper conduct in line or in the cafeteria area. Throwing food is highly offensive behavior and is unacceptable! Students will be required to clean the area.
3. Return trays, dishes and refuse to the clean-up area.
4. Do not throw away eating utensils.
5. Follow directions given by the cafeteria supervisors at all times.

## **CARE OF BOOKS AND EQUIPMENT**

Students are responsible for the care of all books and equipment issued to them by the school. At the beginning of the year, the student's name must be written in ink on the property slip in each book. Every student must fill out and sign a book slip indicating that he/she accepts the responsibility of caring for each book. The number of the book is carefully recorded by the teacher and each student must return the book which is charged to him/her at the end of the school year. Books must be covered, kept clean of scribbling, and free of unnecessary papers. A student lacking a book for several days must pay for the book which he/she lost. The money will be refunded if the book is later found in an acceptable condition.

	— One year (new)	100% of the original cost
— Two years		75% of the original cost
— Three years		50% of the original cost

If a book is damaged by a student, and the book needs to be re-bound, the cost will be paid by the student. All books that must be re-bound cost \$ 12.00 per book, and the student will be charged such by the individual teacher and/or administration.

## **ELECTRONIC DEVICES & TOYS**

CD, RADIOS, CELLULAR PHONES, LASER PENS, IPAD, "FIDGET DEVICES", AND SKATEBOARDS, ETC.

The responsibility for providing an appropriate atmosphere in which learning and ordinary school functions may occur requires a reasonably quiet environment. Any form of artificially produced sound or video is subject to school regulation. All of the above are potentially disruptive to the educational process. Cell phones are allowed but need to be turned off and away during the school day. The school may act to take temporary possession of any equipment that proves to be a distraction; the owner may claim the property after regular school hours. Repeat offenders will have the equipment confiscated for the remainder of the school year.

## USE OF CELL PHONES/ELECTRONIC DEVICES

**The use of cellphones and personal electronic devices during the school day is a privilege and not a right. As such, the following regulations will apply:**

1. To minimize disruption during class time, students with electronic devices such as, but not limited to cell phones, smart phones, smart watches, and tablet devices **MUST** have them turned off during class time, including classroom break times.  
**Students may be permitted to use the above mentioned devices ONLY during the following times:**
  - Before school hours inside and outside the building
  - After school hours inside and outside the building
  - During the students lunch period **in the cafeteria**
  - For instructional purposes with explicit consent of the supervising teacher
  - During passing times in between class period
2. In the event of a parent/guardian needs to contact their child, they should call the school office directly and not their child on their cell phone.
3. **No** use and/or taking of cell phone photographs are permitted during the school day. **No** cell phone photographs are permitted in the restrooms or locker room areas at ANYTIME. Use could result in criminal prosecution.
4. Cellphones, smartphones, tablet devices etc., shall not be used for exchanging information, personal email, playing games, or chatting unless sanctioned by a classroom teacher as part of an instructional exercise.
5. Violators of this policy will have these items confiscated. Repeat violations may result in the device being held in the school office for an extended period, or return of the device to a parent/guardian.
6. Blatant refusal to comply with the requests of teachers and/or administrators is insubordination and subject to more severe disciplinary action. Disciplinary action is as follows:
  - 1<sup>st</sup> Violation: a verbal warning for the device to be turned off and put away
  - 2<sup>nd</sup> Violation: device will be confiscated by the teacher/staff for the remainder of class
  - Refusal to comply: student will report to the Asst. Principal who will confiscate the device for the remainder of the school day. The student may retrieve the device at dismissal time.

**Note: Middle School Students (grades 7 and 8) are not permitted to use their cell phones at all during the school day. The school **will not** assume responsibility for lost or stolen items under any circumstances.**

### **CORRIDOR PASSES**

Students leaving a classroom while classes are in session must have an official pass. Failure or refusal to show an official pass will result in disciplinary action. Students are required to sign in and out whenever leaving a classroom.

### **EMERGENCY**

At the emergency signal all must pass immediately to the exit designated by the notice displayed in each room. In passing from and returning to the classroom, students shall move quickly and quietly in an orderly manner. The signal to return will be given by the office over the loudspeaker.

### **FIELD TRIPS**

Field trips conducted under the auspices of Frontier Regional School are for educational purposes only. At least 24 hours in advance of any such trip, a student must submit to the teacher in charge, on the proper form, permission from the parent to attend such a trip. Students not in good academic or behavioral standing or are over the attendance limit for the quarter/semester may not be eligible to participate in a school sponsored field trip. Students will not be allowed to go on field trips if they have had a suspension within 15 school days of the trip and/or have not served all assigned detentions. In the event a student is not able to attend a field trip an alternate assignment will be provided by the instructor. Students who apply for financial aid for field trips are expected to participate in fundraising activities. All students must complete and submit a **Student Medical Information Form (SMIF)** to participate in field trips.

### **GENDER IDENTITY**

(Chapter 199 of the Acts of 2011), which became effective on July 1, 2012, defines “gender identity” to mean “a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender related identity shall not be asserted for any improper purpose.” In addition to this statute, Frontier affirms its commitment to the individual's right to their gender related identity.

### **RIGHT TO AN EQUAL EDUCATION**

All students at Frontier Regional and Union #38 School Districts regardless of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law will be given equal access to educational services, including

school admission, admissions to courses, access to course content, access to guidance services, and participation in extracurricular and athletic activities.

**HARASSMENT / NON-DISCRIMINATION Policy Summary** All members of the community served by the Frontier Regional and Union #38 School Districts have the right to be treated with dignity and respect. The school system is committed to the policy that all individuals associated with the schools deserve to be free from any conduct, activity or language that is demeaning, insulting, abusive or inappropriate. Therefore, insults, threats, derogatory remarks and other forms of conduct that fail to respect the rights and dignity of others will not be tolerated. The goals of the Frontier Regional and Union #38 School Districts include providing equal employment, educational and participatory opportunities for all members of the school community; preventing discrimination or harassment of any individual attending, working at, or associated with the school system; and providing a mechanism by which individuals can bring any concerns about discrimination or harassment to the Administration's attention. The Frontier Regional and Union #38 School Districts are committed to maintaining an environment in which staff, students and visitors are not subjected to differential treatment because of legally protected characteristics. Therefore, the school system will not accept or tolerate any discrimination, or differential treatment, of or among members of the school community based upon race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Not only does the school system prohibit any discriminatory treatment of or among students, staff or visitors, but it also will not tolerate harassment of any kind based on any of the above characteristics or any other personal qualities or appearances.

**Procedures for Reporting Complaints Related to Discrimination/Harassment/Retaliation**

**Any** student of the Frontier Regional and Union #38 School Districts community who believes s(he) or another school community member has been the victim of any form of discrimination, including harassment and retaliation, should report the conduct or make a complaint. The Assistant Principal at Frontier is designated the “Complaint Manager” for the purpose of receiving complaints. A person who wishes to make a complaint of harassment should meet with the Assistant Principal as soon as possible to report a complaint. Students may ask a faculty or staff member to be involved in the complaint process. The Assistant Principal will interview the student and assist them. If the student does not feel comfortable speaking to the Assistant Principal, they may contact another administrator to report any event(s) regarding discrimination or harassment. **False Charges** Any student who knowingly makes false charges or brings a malicious complaint may be subject to discipline. **C. Investigating the Complaint.** The Frontier Regional and Union #38 School Districts

response to any accusation of inappropriate or demeaning conduct, harassment or retaliation will depend on the circumstances. It is the goal of the school system to help staff and students understand the consequences and effects of their behavior and to eliminate any harassment. Therefore, the school system's initial response to allegations of behavior among staff and students will be to focus on education and correction of inappropriate or harassing behavior. The Frontier Regional and Union #38 School Districts will promptly respond to every complaint of harassment. Depending on the circumstances, including the nature of the complaint, the age of the individuals and whether any staff members were involved, the school system's response will be more or less formal. The school system will conduct an investigation into allegations harassment/discrimination/retaliation.

That investigation may include discussions with all involved parties, identification of and communication with potential witnesses, and other steps the administrator considers appropriate. If the school system determines that harassment/ discrimination/retaliation has occurred, it will take action to end the harassment/discrimination/ retaliation and ensure that it is not repeated. Steps the school system may take include, among others, arranging for Restorative Justice if appropriate, counseling, warnings, suspension, and transfer of an employee, probation and discharge of a staff member. Individuals may decide to bring a charge harassment/discrimination/retaliation to an outside agency or to court.

However, the Frontier Regional and Union #38 School Districts is still obligated to appropriately respond to incidents of harassment/ discrimination/retaliation in order to ensure its compliance with the law.

## **LOCKERS**

All students will be assigned a locker and a lock. Working locks can be turned in at graduation or transfer. To ensure security, students should not give out their combination to anyone. Students should not leave valuables or money in their lockers, even if they are locked. The school is not responsible for loss or theft that occurs from a locker. Lockers are the property of the school and may be opened at any time by school authorities.

## **ALLERGY AWARE SCHOOL**

Within our school population we have students and adults who have life threatening allergies. Frontier Regional School is an Allergy Aware building. As it is not possible to guarantee a completely allergen free environment, our goal is to minimize risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies through school community wide education. Specific procedures relevant to the policy are managed on a case by case basis through the Health Office.

## **OFF LIMITS**

Students found in unauthorized areas without permission including the theater, gym and all areas outside the building will be subject to disciplinary action.

## **PLAGIARISM POLICY**

As the first clause of the school's mission statement suggests, "The Mission of Frontier Regional School is to provide the highest quality education." Such academic excellence must be built on a foundation of academic honesty and integrity. The entire Frontier School community, students, parents, teachers, staff, administrators, and board members, must work together to build a school culture that cherishes both academic excellence and academic honesty. In building such a culture of excellence, each constituency has a role to play. Teachers, by example and explicit instruction, must demonstrate to the students the form and importance of academic integrity and must create and uphold high, consistent expectations. Each student must hold him or herself and her classmates to the highest level of personal integrity. And parents, like teachers, must help their children realize that success is not measured in the grades they achieve but in the skills, learning, and most importantly, values they gain that will support them through life. It is within this context that we offer the following guidelines for students and teachers.

### **DEFINITION OF TERMS**

**Plagiarism** – Plagiarism is using someone else's ideas of work without proper or complete acknowledgement. Plagiarism encompasses many things and is by far the most common manifestation of academic fraud. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is blatant plagiarism. In addition, completely rewriting someone else's work or ideas and using it as one's own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive working not their own. However, certain information in any subject is considered "common knowledge" and may be used without acknowledgement. What is considered to be common knowledge varies among subjects; when in doubt, consult a teacher, students unsure of how to properly acknowledge should consult a teacher or use *The Little, Brown Essential Handbook for Writers*. Plagiarism may or may not be intentional; however, it is an example of academic dishonesty.

**Multiple Submission** – Multiple submission is the use of work previously submitted at this or any other school to fulfill academic requirements in another class. For example, using a paper from an 11<sup>th</sup> grade English class for a history assignment is academic fraud. Slightly altered work that has been resubmitted is also considered to be fraudulent. With prior permission some teachers may allow students to complete one assignment for two classes. In this case, prior permission from both teachers is absolutely necessary.

**False Citation** – False citation is falsely citing a source or attributing work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

**False Data** – False data is the fabrication or alteration of data to deliberately mislead. For example, changing data to get better experiment results is academic fraud. Teachers in lab classes will often



have strict guidelines for completion of labs and assignments. Whenever in doubt about what may be considered academic fraud, immediately consult with the teachers.

**Internet Resources** – Internet resources are quickly becoming popular materials used in research. As more and more people gain access to computer technology, the number of websites devoted to academic pursuits is increasing dramatically. Many of these websites provide reliable information; however, others may not include well-documented research. If you rely on internet resources for your research, you must use the proper citation.

**Library** – Stealing materials from the library can be considered a breach of these policies. Hoarding scarce copies of materials needed by others in order to advance one's own position or deliberately damaging library materials. (For example, cutting pages out of books or magazines or helping other students steal, hoard, and/or damage library materials) is a violation.

**Cheating** – is an intentional act and compromises academic honesty. Examples include, but are not limited to:

- copying another's homework
- providing your homework for others to copy
- using "cheat sheets" on tests
- copying another's test, paper or assignment

## CONSEQUENCES

### **PLAGIARISM, MULTIPLE SUBMISSION, FALSE DATA, INTERNET RESOURCES AND LIBRARY**

#### **FIRST OFFENSE**

- notify student and parent of the alleged offense
- student will receive a zero grade for assignment
- student will have the opportunity to re-do assignment within a designated time frame and averaged in with a zero grade
- an incident report will be filed in the Assistant Principal's office for the duration of the student's enrollment at Frontier Regional School

#### **SECOND OFFENSE**

- notify student and parent of the alleged offense
- meeting with student, parent, and Assistant Principal
- student will receive a zero grade for assignment
- an incident report will be filed in the Assistant Principal office

#### **THIRD OFFENSE**

- notify student and parent of the alleged offense
- meeting with student, parent, and the Assistant Principal
- student will receive a failing grade for quarter
- an incident report will be filed in the Assistant Principal office

## CHEATING

### FIRST OFFENSE

- notify student and parent of the alleged offense
- student will receive a zero grade for assignment
- an incident report will be filed in the Assistant Principal office

### SECOND OFFENSE

- notify student and parent of the alleged offense
- meeting with student, parent, and the Assistant Principal
- student will receive two zero grades
- an incident report will be filed in the Assistant Principal's office

### THIRD OFFENSE

- notify student and parent of the alleged offense
- meeting with student, parent, and the Assistant Principal
- student will receive a failing grade for the quarter
- an incident report will be filed in the Assistant Principal's office

## APPEALS PROCESS

Students and/or their parents have the right of appeal by submitting their position in writing to the Assistant Principal. A review committee composed of The Assistant Principal, a guidance counselor, and a department chair or teacher from the academic area where the offense occurred will consider the appeal.

The review committee will respond within seven (7) days by sending their decision to the student's home address(es) via mail.

The student and/or their parents will have seven (7) days from the date of notification for an appeal to the superintendent of schools. The final appeal decision rests with the superintendent.

## **ILLEGAL/ CONTROLLED SUBSTANCES POLICY**

Student possession, use, sale or transfer of drugs (as defined in the Controlled Substance Act, Mass. G.L. 94C as amended) or any potentially mind-altering product that can be smoked, injected, inhaled, or ingested on school property or at school functions prohibited at all times. Any said controlled substances found in the possession of a student will be confiscated.

Any student who, in the judgment of the Principal, as verified by due process is determined to be in violation of this policy will be suspended from attendance (out of school) and at the discretion of the Principal may be referred for an expulsion hearing according to M.G. L. Chapter 71 Section 37 H or M.G.L. Chapter 76, Section 16. The student will also be referred to the Police Department for further action.

On occasion, the police department and school administration will have trained drug-sniffing dogs check school property including classrooms, lockers, and parking lots for contraband. When violations of the law are suspected, police officials will be contacted.

#### **CONTROLLED SUBSTANCE PROTOCOL**

- Any staff member who suspects that a student is under the influence of drugs/alcohol shall immediately notify the Assistant Principal or designee.
- The Assistant Principal or designee will come to the classroom and escort the student to the school nurse. DO NOT send the student to the nurse's office.
- The school nurse will do an assessment of the student's mental and physical status in the presence of the Assistant Principal or designee. The nurse will use the suspected substance use assessment form. This may include the administration of a breath alcohol test by the Assistant Principal or designee. (Policy JICH-2A)
- If the suspicion is substantiated, the parent(s) will be notified by the Assistant Principal or designee.
- Disciplinary action will follow.
- The school will be available to support the student and family with follow-up referrals for counseling or treatment.

#### **USE OF TOBACCO PRODUCTS**

Frontier Regional School District is committed to having a smoke and tobacco free environment for all members of the school community. Therefore, the use of tobacco products and smoking related products on school property or in vehicles used to transport students, is strictly prohibited. Violations will result in the following consequences:

##### **FIRST OFFENSE**

- Office Detention
- Parent notification
- Meeting with the school nurse to discuss tobacco use, view a video on the hazards of tobacco and submit a one-page summary report to the nurse. Failure to attend the nurse meeting and submitting a written summary will result in a 3 day internal suspension.
- Notification to the Athletic Director and MIAA sanctions (if applicable).

##### **SECOND OFFENSE**

- In-school suspension
- Parent notification

- Meeting with the school nurse for a tobacco education service based project. Failure to complete the project by the due date set will result in 3 additional days of internal suspension.
- Notification to the Athletic Director, and MIAA sanctions (if applicable).

#### **THIRD OFFENSE AND THEREAFTER:**

- In-school suspension
- Meeting with parents, students and school administration.
- Notification to Athletic Director, and MIAA sanctions (if applicable).

Students found smoking or using tobacco products in the building pose a danger to the health of others, and in addition to the above, may receive an external suspension of one day.

Tobacco products and delivery devices includes, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, rolling papers, non-prescribed inhales, nicotine delivery devices that are not FDA approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation. Based on administrative investigation, a student may be determined to have been smoking based on the preponderance of other evidence (such as being in a restroom stall with smoke rising out of the stall, etc.) Visible tobacco products found on students while in the school building will be confiscated to promote our smoke-free environment.

A visitor who violates the tobacco policy will be given a verbal warning and may be asked to leave the school property.

#### **POSTERS**

The use of posters on bulletin boards or around school must be approved by the administration prior to posting.

#### **SEARCH AND SEIZURES**

Searches and seizures of students and student property will be conducted only when such search and/or seizure is deemed necessary by the school administrator who has a reasonable suspicion that a student possesses an illegal substance or weapons and to preserve order and safety in the school. Students who fail to cooperate with administration during a search may be suspended.

#### **DRESS CODE GUIDANCE**

These dress code guidelines encourage individuals to dress, groom, and conduct themselves so that they can participate in, benefit from and access the educational environment. These guidelines

respect the rights of all and are based on Massachusetts General Laws Section 83 Dress and Appearance of Students Protected, which establishes reasonable standards regarding health, safety, and cleanliness. Frontier Regional School states that individuals should wear clothing that allows them to participate safely in all school activities including specialized learning spaces, such as the swimming pool, gymnasium, shops, etc. Individuals should wear shoes or sandals held securely on the feet for protection when on school grounds, aboard school buses and at school events. Frontier Regional School also states that individuals have the right to freedom of expression through their clothing and personal effects/materials provided that such right does not cause any disruption or disorder within the school (MA Section 82) or infringe on the rights of others. Disruption, disorder and infringement of rights can include clothing that contains: words, symbols, suggestions or portrayals violence, defamation, illegal acts, illegal substances and/or unacceptable products (such as tobacco, alcohol, or drugs). \*The Building Principal will make final decisions about the implementation of the dress code.

## **SCHOOL VISITORS**

Students' visitors will only be permitted in the building or on school grounds during school hours when approval for the visit has been given by administration/teacher **at least** 72 hours in advance. Anyone visiting must report to the main office to sign in and pick up a Visitor's Pass. Visitors are subject to the same regulations as Frontier Regional students.

## **CLASSROOM VISITS BY PARENTS/CITIZENS**

- Individuals should give at least a 24 hours notice of their intent to observe a classroom and arrange for a mutually agreed upon date and time with the building principal. Notice must be given to the classroom teacher and a copy of this policy must be sent to the observer by mail or given to them when they arrive for the visit
- No more than 60-90 minutes will be allocated for visits. If visitors wish to spend time speaking with a teacher, please schedule a separate time to do so.
- Visitors are expected to be quiet observers conducting themselves in a manner that is the least obtrusive or disruptive to the students and the classroom activity. No cell phones may be used during the classroom visit.
- Observations will normally be limited to one classroom teacher unless prior arrangements have been made.

- The school reserves the right to limit the number of classroom visitations per week in order to maintain a positive classroom environment with as few disruptions as possible. Any concerns should be addressed to the classroom teacher then to the building principal. Observations by an outside professional will be expected to follow the school committee (policy KK).

## **STUDENT OWNED COMPUTERS, IPADS, SMART PHONES, & OTHER DIGITAL TECHNOLOGY DEVICES**

Frontier Regional School appreciates that students are willing to bring in device equipment that is personally owned, to be used for schoolwork and to enhance educational opportunities. With this privilege come responsibilities and issues that must be addressed. The main issues are:

1. Security
2. Network stability
3. Liability for personal property
4. Virus protection
5. Repairs and upgrades

A student who brings their privately owned device to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student. Any damage to the equipment is the responsibility of the individual. Software residing on privately owned computers must be personally owned. School technicians will not service or repair any computer not belonging to the school. No internal components belonging to the school shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. No software that is deemed by the Technology Department to be for personal use will be supported under any circumstances. If such software interferes with school approved software or hardware, a technician may remove it from the computer. Any damage caused by use on the school network is the responsibility of the owner. The administration, faculty and staff retains the right to determine where and when privately owned equipment may connect to the network. The student is responsible for the security of the equipment when it is not being used. Frontier Regional School does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers. A privately owned computer can be connected to the school's network, including access to the Internet, under the following conditions:

1. Use of the computer must adhere to the Frontier Regional School's Acceptable Use Policy.
2. File storage on the network from privately owned computers is limited to schoolwork only. Anything not directly related to school work will be removed.
3. The individual must supply all necessary hardware/software and cabling to connect to the network.

As it relates to privately owned devices being used at Frontier facilities or on the school's wireless network, Frontier School reserves the right to not allow access to the wireless network and in addition when applicable:

1. Monitor all activity, either Internet access through the school's server or intranet access on the school's file servers.
2. Make determinations on whether specific uses of the computer are consistent with the school's Acceptable Use Policy.
3. Log network use and monitor storage disk space utilized by users of personal computers on the Network.
4. Deem what is appropriate for use of personal computers on school property including the network.
5. Remove the user's access to the network and suspend the right to use the privately owned computer in school's facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Use of the wireless network is a privilege, not a right. Any misuse will constitute a rescinding of use and may result in disciplinary action. Use of the wireless network by cell phones will be prohibited unless deemed a necessary accommodation through an education plan.

## **STUDENT PARKING**

1. Student parking will be located in the south parking lot (front of the school). There are approximately 100 parking spaces reserved for student parking.
2. Any student who violates general safety vehicle operating procedures could risk the loss of privilege of parking on campus and/or their vehicle may be towed.
3. Once the parking lot is filled, and no more spaces are available, it is considered full to capacity. Students will not be allowed to park illegally in this lot, and student parking in the north parking lot of the school is strictly prohibited. Student parking is on a first come basis for availability of spaces.
4. Any vehicle parked on school property may be subject to a search on a random basis or when there is reasonable suspicion by appropriate school personnel. (Policy JIH)

## **STUDENT SERVICES**

### **GUIDANCE/COUNSELING SERVICES**

Guidance and counseling services are available to all students. Counselors will be versed in multicultural counseling, and provide peer-to-peer opportunities for students of varying cultural backgrounds. Some ways in which counselors work with students, parents, staff, faculty and administration include:

- Counseling students, either in groups or individually regarding educational and career plans, course selection options, or in regards to personal or family concerns.

- Consulting with teachers, parents or the administrators to help them better understand students' abilities, strengths and weaknesses, and by providing ways to better serve the students' academic and social needs.
- Coordinating the annual registration and course selection process. (Assisting outside referrals to community agencies and private counselors.) (See appendix for policy & procedure for schedule changes).
- Assisting with outside referrals.

The guidance department also maintains and safeguards students' academic records and also maintains a resource library of college catalogs and resource materials, as well as career and military services information and other educational and community service learning opportunities.

### **GUIDANCE PASSES**

1. A student must secure a pass to visit a counselor during the school day. The counselors are also available by appointment before and after school.
2. Passes (other than emergency) are given in advance by the counselors. Students wishing to see a counselor may obtain a pass in the guidance office. Students may also sign up on their counselor's appointment list.

### **STUDENT RECORDS REGULATIONS**

#### **Confidentiality**

With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

#### **Contents of Student Record**

The student record consists of two parts. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least 60 years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; school-sponsored extracurricular activities; and evaluations and comments by teachers, counselors, and other persons; as well as other similar information. The temporary record is destroyed five years after the student leaves the school system.

#### **Inspection of Student Record**

A parent or student, who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be available to the parent or student no later than two days after the request, unless the parent or student consents to a delay.



The parent and student have the right to receive copies of any part of the record. A form to request record review is available in the guidance office.

The parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

#### **Amendment of the Student Record**

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have a right to request that information in the record be amended or deleted. The parent and student have a right to a conference, and the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the state regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

#### **Destruction of Student Records**

The temporary record for each student is destroyed five years after the student has left the school. Temporary student records will be given out to graduating Seniors the week before graduation if students wish to have them. School authorities are also allowed to destroy misleading, outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of their information before its destruction.

#### **Release of Records**

Frontier Regional is authorized to release records to a third party only with the signed permission of the individual desiring that the information be released. If, however, that individual is less than 18 years of age, a parent or legal guardian must sign to authorize the release of records. Release forms are available in the guidance office. Consistent with the Education Reform Act, schools now have the authority to transfer a student's complete record to the student's new school, without prior consent. A school may also release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c.119, sections 51B, 57, 69 and 69A respectively.

#### **HEALTH SERVICES**

The school nurse is available to do the following:

1. Provide first aid and illness assessment;
2. Provide initial emergency care;
3. Administer medications;
4. Perform treatments and procedures;
5. Perform mandated screenings;
6. Act as a health resource for students, parents, and staff.

7. Maintain the student health records, which include at a minimum medical history, immunizations, physical examinations, screening results, and emergency information.

The school nurse also helps to identify health care and social needs (including culturally responsive care), makes appropriate referrals, attends IEP and 504 meetings if a health issue is involved, and serves on committees.

#### **HEALTH OFFICE PROCEDURES:**

Students must obtain a pass from a teacher or adult supervisor before going to the Health Office. This requirement is waived in case of an emergency. Generally, students are seen on a “first come, first served basis.” Unless an emergency takes priority.

Students are expected to wait quietly and act appropriately while waiting to be seen by the nurse.

If the nurse determines that a student needs to be dismissed, the nurse will call the parent/guardian or emergency contact to notify them and to arrange transportation home.

The nurse will issue a Dismissal Slip for Medical Reasons to the student. The slip needs to be brought to the attendance office before the student leaves the building. No student will be dismissed unless a parent or emergency contact can be reached.

#### **WHEN SHOULD YOUR CHILD STAY HOME FROM SCHOOL?**

If your child has a fever of 100 degrees or higher, please keep your child home for 24 hours after the fever is down.

If your child is experiencing vomiting and/or diarrhea, he/she should be kept at home until symptoms have resolved for at least 12 hours and he/she is able to keep down food and liquid.

If your child has a contagious illness such as; strep throat, flu, or chicken pox. If a student is on antibiotics, he or she is to remain home for the 1<sup>st</sup> 24 hours. If your child has a persistent cough.

#### **MEDICATION POLICY:**

Prescription medications can be given during school hours if the school nurse has a health care provider's order and a signed parental permission form. Please ask the school nurse for the appropriate forms. Medication must be delivered to the school in a pharmacy- or manufacturer-labeled container by a parent, guardian, or a responsible adult. Students are not allowed to bring medication to school.

All medications are to be kept in the nurse's office unless a student is authorized to “self-administer” and carry his or her own medication.

In order for a student to “self-administer” medication at school the following conditions must be met:

1. The health care provider provides written permission;
2. The parent/guardian signs a consent form;
3. The nurse agrees that it is safe for the student to self-administer. The final decision rests with the nurse.

### **IMMUNIZATION REQUIREMENTS:**

State law requires that students in Grades 7-12 provide documentation that they have received the following immunizations:

**DPT** 5 doses, unless the fourth dose has been administered after the fourth birthday, in which case only 4 doses are required.

**Td** A booster of Td vaccine is required for students entering the seventh grade if it is **five** years or more since the last dose.

**Polio** 4 doses of trivalent polio vaccine (unless the third dose of an all oral vaccine or all inactivated polio vaccine has been administered after the fourth birthday, in which case only three doses are required).

**MMR** 2 doses of vaccine. One dose of vaccine given at or after 12 months of age. A second dose of a live, measles-containing vaccine is required at least one month after the first dose.

**Varicella** or proof of chickenpox One dose of varicella vaccine is required for all students receiving vaccine at less than 13 years of age; Two doses are required for students receiving their first dose of vaccine at 13 years of age or older. Proof of chicken pox can be laboratory evidence of immunity or documentation from a health care provider.

**Hepatitis B** 3 doses

Immunization exemptions are granted if documentation is provided that states that immunizations conflict with religious beliefs or that there is a medical contraindication.

The school nurse can provide you with the appropriate forms to complete.

### **PARENT /GUARDIAN RESPONSIBILITIES:**

Please notify the school nurse if there are any changes in your child's health, if your child will be out of school for an extended period of time, or if your child has a contagious disease (we may need to take precautions to protect the health of others).

Please complete and return the **Student Medical Information Form (SMIF)** that is sent home at the beginning of each school year. It is extremely important that this form be completed fully and returned to the school nurse. This information is essential to the nurse so that there is an accurate and current picture of your child's health status and so that parents and guardians can be contacted in the event that your child is ill or injured. This form is required for students to participate in sports, clubs, field trips and senior privileges.

### **PHYSICAL EXAM REQUIREMENTS:**

Physical exams are required for all students: 1) Within one year prior to school enrollment or 30 days after school starts, and every four years thereafter. 2) To participate in middle and high school sports, the physical exam must be within 13 months to the day of the exam in order to be eligible. A report of this exam must be on file in the nurses' office in order for your child to participate.

## **LIBRARY MEDIA CENTER**

- The Library Media Center serves all academic areas in the school and is committed to offering an inclusive and diverse multicultural library of media. It provides opportunities for entire classes, small groups, and individuals to complete research or to pursue individual interests in reading and the creative use of the technology as it relates to course work. Students are expected to be on task while in the LMC, maintaining an academic environment.
- The Media Center opens at 7:30 A.M. and remains open until 5:00 P.M. from Monday through Thursday. On Friday it closes at 3:00 P.M. During the school day students are asked to come to the LMC with a pass and sign in if they are not with a teacher. Students must sign out and leave with a pass when leaving during the class period.
- All materials used outside of the Media Center must be checked out at the circulation desk. Each student will be given a card to use with the automated system. Materials are signed out for four weeks and are renewable. Overdue notices will be emailed to students or sent to advisories. Failure to attend to obligations will result in restricting further circulation of materials to that student.
- Sharing the resources of other libraries is made possible through an alliance with the Massachusetts Library System, which provides delivery twice per week. Students may use our catalog to search the holdings of other libraries and order those materials that will assist them in their studies. There is no cost for this service, however students are expected to be responsible for the safekeeping of borrowed items.
- Various technologies and tools are available for students to use as needed and are constantly being updated. These currently include scanners, cameras, headphones, thumb drives, and microphones.
- Computer use in the LMC is carefully spelled out in the acceptable use policy.

## **STUDENT EXTRA-CURRICULAR ACTIVITIES**

### **ACTIVITIES, CLUBS & ORGANIZATIONS**

Frontier offers several activities, sports, clubs and school organizations which allow the students to extend their interests and participation in school activities. Students should see advisors for criteria for participation and are encouraged to get involved. A complete and ever changing updated list of activities and clubs can be found on the school website.

### **ATHLETICS & ATHLETIC ELIGIBILITY**

Frontier Regional is a member of the Massachusetts Interscholastic Athletic Association, MIAA and as a member follows the mission, philosophy, and governing policies. The entire MIAA handbook can be viewed or downloaded at [www.miaa.net](http://www.miaa.net). Frontier in conjunction with the MIAA handbook

has created a Student Athlete Handbook with many of the most regularly visited MIAA policies and additional school policies included for our community's convenience. This handbook may be found on the school website, [www.frsu38.org/frs](http://www.frsu38.org/frs)

Eligibility requirements for student participation in any school activity shall be based upon good school citizenship and satisfactory academic standing. For a student to be eligible to participate in any extra-curricular and/or school athletic teams, the following guidelines apply.

- To participate 1<sup>st</sup> quarter, must have all passing grades from previous 4<sup>th</sup> quarter
- To participate 2<sup>nd</sup> quarter, must have all passing grades from 1<sup>st</sup> quarter
- To participate 3<sup>rd</sup> quarter, must have all passing grades from 2<sup>nd</sup> quarter
- To participate 4<sup>th</sup> quarter, must have all passing grades from 3<sup>rd</sup> quarter
- Incomplete marks ( I ) are considered to be failing grades.
- Middle School students must pass 4 out of 6 classes. If a student participates in a JV/V sport they must follow high school eligibility.