

Paxton Center School

School Handbook



2019 - 2020

Updated 8/21/19

***Wachusett Regional School District Policies are referenced in each applicable section of this Handbook and located in the Addendum**

Greetings to all PCS students and families!

This Paxton Center School Handbook contains important information for you and your parents. Please review this handbook carefully. Any community will have a set of rules and practices that help the community to run more smoothly. This handbook contains the procedures that will govern the school this year. It is your responsibility to review and understand the procedures. We want to promote mutual respect in a safe, yet challenging learning environment.

Best wishes for a successful school year,
Shawn Rickan, PCS Principal

Paxton Center School Handbook
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PAXTON CENTER SCHOOL MISSION

The **mission** of the Paxton Center School is to provide students in Kindergarten through Eighth grade the opportunity to achieve to their highest potential - academically, socially, behaviorally, and emotionally.

PAXTON CENTER SCHOOL VISION

Our Vision is for every PCS student to graduate eighth grade with the skills and knowledge needed to attend high school without remediation and to have the opportunity to pursue a path of his/her choice.

To achieve this, the school will make certain that:

- All students receive standards-based instruction in all subject areas by highly qualified teachers
- All teachers focus their instruction on high quality student work that meets standards and provides differentiated opportunities
- Each student, regardless of their academic level when they entered the school, will leave eighth grade:
 - having met or exceeded state standards in all subject areas;
 - as a proficient reader and writer;
 - completing a community service commitment of at least 10 hours
- All students are provided with a just, fair and caring learning environment that fosters confidence and a sense of belonging
- Every student will study a challenging curriculum that applies his/her learning to everyday situations, thereby enhancing students' social, emotional, and ethical development and deepening their commitment to values and good citizenship

PAXTON CENTER SCHOOL CORE VALUES

The members of the Paxton Center School community will:

...Work in partnership in a supportive environment to develop a high level of proficiency in the core curriculum areas of our school. Teachers, students, support staff, administrators are accountable for their actions and will be responsive to the needs of others. All must measure their success according to established criteria.

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...Work in partnership to provide individualized opportunities for all in an academically challenging environment to support life long learning. All students deserve the opportunity to reach their potential.

...Work in partnership to respect, accept and value diversity in ourselves and others, support the efforts of all and recognize the resulting accomplishments. In order to learn, students need to feel valued, safe, and secure. Respect, tolerance, and equal opportunity shall be promoted for all students and staff. Inappropriate and dangerous activities will not be tolerated.

We believe that each student and each teacher has the right:

1. To work in a pleasant, safe environment.
2. To create an atmosphere that encourages learning.
3. To expect freedom from harassment from others.

We expect that the staff at PCS will teach you how to learn. Your teachers will encourage you to think for yourself, to learn the art of asking useful questions, to seek answers on your own, and to study effectively. We will also emphasize the following skills:

1. organizing materials, time and information
2. knowing how and when to ask for help
3. listening carefully and following directions
4. beginning and completing an assignment or task
5. working independently and in groups on projects
6. using technology as a learning tool

ACADEMICS

STUDY HABITS (Gr. 3-8)

You are expected to give your best effort every day in school. Being a successful learner involves self-discipline and organization. Here are some hints that will help you to do well:

- Take your agenda book to all classes. Write down all assignments, projects and tests/quizzes.
- Be sure you understand the assignment. If you don't understand it, ask questions.
- Before leaving school, ask yourself what you need for homework, and take it home.
- Establish a special homework place in your home.
- An evening without homework should have some time spent reviewing for an upcoming test/quiz

HOMEWORK (Gr. 1-8)

Homework assignments are an extension of the classroom and a way to develop self-discipline and organizational skills.

1. Homework assignments may include:
 - a. drill and additional practice to reinforce and/or strengthen skills introduced in class
 - b. reading assigned literature or text material
 - c. research
 - d. studying for quizzes and tests
 - e. writing assignments
 - f. long-term reports or projects
2. Since people study in different ways, the time spent on an assignment may differ from student to student. The key is to organize your time well. As a general rule, the amount of homework assigned daily will require approximately 10 minutes per year of grade, such as 10 minutes in grade 1 and 50 minutes in grade 5.
3. You, the student are responsible for assignments. Work is expected to be completed and passed in on time. You are responsible for getting make-up work for assignments missed due to a one or two day absence.
4. For absences of 3 or more days, parents may call and request homework to be collected.
5. You are responsible for bringing your homework to school on time. Do not expect your parents to bring your work to school.

MAKE-UP WORK (Gr. 3-8)

Students who have been absent or who are doing poorly in a subject must assume the responsibility for making up work and/or asking for extra help. If a student is absent for a prolonged period of time, he/she will be given an adequate amount of time to make up the work missed. If your child is absent for one or two days, please have him/her call a classmate to find out the missing assignments.

EXTRA HELP (Gr. 5-8)

Initiative for obtaining extra help rests with the student but should be encouraged by parents or guardians. Teachers are available for extra help.

ENRICHMENT: (policy 3611.4) See page A-2.

ACCIDENT INSURANCE COVERAGE

The Wachusett School Department sponsors a student-participation insurance plan. Brochures describing the plans available will be distributed during the first week of school.

ATTENDANCE

Consistent attendance is a prerequisite for maximum student achievement. Parents/guardians have the responsibility for ensuring that students attend and remain at school daily (Massachusetts General Law Chapter 76, Sec 1). When a child is going to be absent, the school district requires the parent/guardian to call the school between 7:15 & 8:15 AM to inform them of their child's absence (Massachusetts General Law Chapter 76, Sec 1A). To call your child out absent, please contact the Main Office: (508) 798-8576. Please note: a parent phone call does not excuse your child's absence. If a student is absent and the school is not notified, the school will call the student's

parent/guardian (Massachusetts General Law Chapter 76, Sec 1B). An automated call will go out around 9AM. Therefore, it is important that parents/guardians provide their current contact information to ensure proper notification can be made. Appointments with doctors should be made after school hours or during vacations. Early dismissal should not be requested, except in cases of emergency. Note that students who are absent during the school day are not permitted on the school campus for any after school activities of any type on that day. Exceptions may only be granted at the discretion of an administrator. The following procedure will be followed:

Step One: When a student has a total of five (5) days of non-attendance, the parent/guardian will be contacted to notify them of the unexcused absence and inform them of their students current attendance record and possibly to develop an action plan moving forward. (Massachusetts General Law Chapter 76, Section 1B).

Step Two: When a student has a total of eight (8) days of non-attendance and none of those days have been covered by a healthcare professional's note or other administratively approved excuse, then a letter will be sent to the student's parent(s) or guardian(s) requesting them to contact the school to arrange a meeting with the School Counselor and Principal. The meeting will focus on the concerns associated with the student's attendance and develop an action plan to support improved attendance (Massachusetts General Law Chapter 76, Section 2).

Step Three: If a student continues to be absent from school and **the number of non-attendance days reaches twelve (12)**, parents will be called back in for a meeting to review the action plan.

See Page A-5 for School Committee Policy

TRUANCY

Any student who is absent from school for all or part of the school day without excuse shall be considered truant. Truant students will be subject to disciplinary action by the school or court system and will be required to make up all class time missed.

DISMISSAL

Students being dismissed early must have a written parental note stating the specific dismissal time desired, reason for early dismissal and who will be coming for the student. This note must be presented to the homeroom teacher. Parents are to report to the office to sign the child out before pick up. **STUDENTS WILL NOT BE ALLOWED TO RIDE A BUS OTHER THAN THEIR ASSIGNED BUS**, except in the case of specific child care needs. **STUDENTS WILL NOT BE ALLOWED TO GO HOME WITH ANOTHER CHILD OR ADULT WITHOUT WRITTEN CONSENT FROM THEIR PARENT.**

TARDINESS

Homeroom begins at 8:20 a.m. and students prepare for the start of the day. Any student who arrives to school after 8:20 a.m. is required to report to the office for a late pass. You are allowed three excused tardies per term which must be verified by a note or phone call from a parent/guardian on that day. Each tardy beyond the three allowed per term will result in disciplinary action.

HOMEWORK REQUESTS FOR PLANNED EXTENDED ABSENCES

Extended absences from school for vacations usually have a negative effect on student performance and are not condoned as a reasonable excuse for being absent from school. If a family chooses to vacation during a regular school week, teachers are not required to provide work. It is the student's responsibility to make arrangements with each teacher to make up all assignments.

BEHAVIOR & DISCIPLINE

PCS shall help students learn behavior patterns, which will enable them to be responsible, contributing members of society. Students will be expected to conduct themselves in keeping with their level of maturity and act with due regard for their fellow students and supervisory authority. Students shall have a right to reasonable treatment from

the school and its employees, and in turn, the school and its employees shall have a right to expect reasonable behavior from students. The principal will be responsible for administering behavior and discipline procedures at the school in accordance with District policy and school procedures. In order to assure that all students and staff are made aware of their specific rights and responsibilities, a student handbook shall be developed by each school, which defines the rights and responsibilities of students and others whose actions affect student behavior. References to all School Committee policies relating to student discipline will be included in the student handbook.

BEHAVIOR CODE VIOLATIONS

DRUGS AND ALCOHOL: Student found in possession of drugs, drug paraphernalia, alcohol or alcohol-related products will be suspended and may be subject to expulsion. See Page A-7 for School Committee Policy

TOBACCO PRODUCTS, LIGHTERS, MATCHES: This offense will result in suspension from school. Paxton Center is a SMOKE-FREE environment in compliance with Massachusetts General Laws.

THREATENING: Any student found guilty of threatening harm to other students, staff and/or the school facilities may face a suspension, length of time will depend on the severity of actions as determined by the building principal.

FIGHTING: Offenses will result in parent notification, possible suspension from school. Subsequent offenses - increased suspension from school and could result in expulsion. If a student is hit, pushed or provoked he/she should tell a staff member immediately. A student who hits another student, even if that student hit him/her first will be disciplined. We have a no tolerance for violence policy that includes everyone.

Class Cut/ Skipping Class: Offences will result in possible written warning, parent notification and/ or referral to administration.

DAMAGE TO PROPERTY: Students found damaging or defacing school property will be made to clean or replace damaged property. Parents will be contacted and, when necessary, billed for the damage. Possible suspension from school will result. **LIABILITY FOR DAMAGE:** The Wachusett Regional School District shall seek compensation for District property willfully damaged by a minor or student age 18 years or older. Civil action may be brought against the minor or his/her parents, or the individual if 18 years of age or older. All incidents shall be investigated, liabilities fixed, and all costs assessed in a nondiscriminatory and non- arbitrary manner. Schools shall be monitored to ensure that findings of liability are in accordance with District procedures in affording due process guarantees.

HARASSMENT: for School Committee Policy, See Page A-7 for Sexual Harrassment, A-11 for Harassment, Discrimination, Hate Crimes

DISTRIBUTION AND USE OF INDECENT LITERATURE [PAPER OR DIGITAL]: First offense - parent notification, possible suspension of technology privileges, possible suspension from school. Subsequent offenses - increased suspension from school.

INAPPROPRIATE/VULGAR LANGUAGE: Detention or in-school suspension. Subsequent offenses-suspension from school.

GROSS DISRESPECT AND INSUBORDINATION: First offense-parent notification, possible suspension from school. Subsequent offenses - increased suspension from school.

STEALING: First offense - parent notification, physical or monetary replacement of property, possible suspension from school. Subsequent offenses - increased suspension from school.

CHEATING: Cheating includes, but is not limited to the following:

- Copying from someone else
- Letting someone else copy from you
- Talking, gesturing, or using cheat notes of any kind during a quiz
- Passing test information from one class to members of another class

- Plagiarizing-submitting someone else's work as your own

Cheating is unfair to the other students, the teachers, the school community, and especially yourself. Cheating is a serious offense which will result in a zero on the assignment, possible detention, in-school suspension, or suspension depending on the nature of the offense at the discretion of the administration.

FORGERY: PCS strives to communicate student progress to parents. When a student copies a parent's or teacher's signature, this is a forgery which is dishonest and interferes with the need to communicate. Any student who forges any signature will receive an in-school suspension. Subsequent offenses will result in increased suspensions and consequences.

WEAPONS: See A-11 for School Committee Policy

DISCIPLINE

To provide an appropriate academic and social environment certain basic codes of conduct are necessary. All students are expected to show respect and concern for the rights and property of others. The school has the authority to discipline students for inappropriate behavior off-campus, at school-related functions or any other type of activity reasonably related to school activities. Students who break the basic codes of conduct are subject to one or more of the following disciplinary actions to be taken by the school at either the teacher or the administrative level.

CONSEQUENCES FOR BEHAVIOR VIOLATIONS – When school rules are violated, any of the following may be implemented: Corrective actions for misbehavior outlined in the handbook shall be commensurate with the severity of the misbehavior. Consideration shall be given to the: 1. Age of the student; 2. Mitigating circumstances; 3. Previous behavior of the student; and 4. Attitude of the student.

- Informal talk: a staff member will talk to the student to reach an agreement regarding future behavior.
- Conference: a formal conference with a school official, the student, and possibly a parent in which the student agrees to correct the questionable behavior.
- Detention: the student reports after school from 3:00 to 4:00 p.m. Detention may be assigned by the office or by a teacher. The student will be given notice of the detention and the parent must sign the detention form.
- Loss of Privilege: the student may be denied participation in extra-curricular activities; may be removed from the cafeteria for an extended period of time; may be denied or restricted during recess; or may be denied the opportunity to participate in special events.
- School Service: the student may be assigned to perform school service in place of other penalties. Such service may include projects that assist in the operation of the school community.
- In-School Suspension: the student is excluded from one or more classes, but remains at school and is expected to complete the day's assignments. If a student receives an in-school suspension, he/she is required to report to school. Parents will be notified. No extra-curricular activities allowed for days of suspension.
- Out-of-School Suspension: a student must remain off school property during the period of suspension. The student will be allowed to make up any work missed during the period of suspension. Written notification of the charges will be given to the student and the parents. The student and/or the parent may have the opportunity for a hearing within three days. No extra-curricular activities allowed for days of suspension.
- Juvenile Courts: the administration will use the court system to work with students who are habitual school offenders or with students who have excessive absences from school.
- Behavioral Contracts: in order to address inappropriate behaviors on the part of individual students, some students and their parents will be required to sign contracts outlining specific behaviors expected of students and the consequences that will follow if these behavioral expectations are not met.
- Exclusion/Expulsion: This will be used as a disciplinary measure in extreme and chronic behavioral situations. This may include situations such as possession/use of weapons; assaults; possession, sale or use of an illegal substance; or other serious offenses.

SEARCHES: Wachusett Regional School District authorities may exercise their rights to conduct an inspection of student lockers and/or desks. A student shall not misuse lockers and desks assigned by school authorities. Lockers and desks remain, at all times, the property of the District. A warrant-less search (non emergency) of a student's school locker or articles carried upon the student's person, may be conducted if there is a reasonable suspicion that the search is necessary to protect the health and/or safety of students and staff, or to detect a violation of school rules. Such a search may be conducted if school authorities suspect that a student possesses such items as, but not limited to, weapons, dangerous instruments, stolen goods, narcotics, hallucinogens, amphetamines, barbiturates,

marijuana, unregistered drugs, controlled substances, alcoholic beverages, or evidence of cheating or other academic misconduct.

SUSPENSIONS: The Wachusett Regional School District shall ensure that each pupil has an atmosphere and an environment, which is conducive to teaching and learning. To that end, schools shall maintain programs, which maximize opportunities for learning and minimize disruptions to the educational process. The District’s first concern shall be to help maintain pupils in school so that their learning process is not interrupted. Students who create discipline problems, which cannot be resolved through less severe means, shall be suspended. As a last resort, the district shall, at the discretion of the school principal, and following required due process, deny a pupil the right to attend school for a period not to exceed ten (10) days. The principal’s decision is final. Students will have the right and the responsibility to complete all assignments and make up all tests missed during the suspension. It will be the student’s responsibility to confer with teachers and to complete make-up work within a reasonable time but in no instance exceeding three weeks after the suspension expires.

EXPULSIONS: Expulsion shall be considered an action of last resort when the behavior of the student warrants such action at the discretion of the school principal. The expulsion shall be governed by Massachusetts General Laws Ch. 71, sections 37h and 37h 1/2, and Ch. 76 section 17.

SPECIAL EDUCATION DISCIPLINE: All students are expected to meet the standards of behavior as set by the Wachusett community. Chapter 71B of the Massachusetts General Laws and I.D.E.A. 1997 require that additional provision be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individual Education Plan (I.E.P.) The following additional requirements apply to the discipline of special needs students:1. The I.E.P. for every special needs student will indicate if they can meet student management policies or if modifications are needed.2. The principal (or designees) will notify the Special Education Office of any special needs students who have been suspended. The Director of Special Education will keep these suspensions on record.3. When it becomes known that a special needs student will be suspended for more than ten days in a school year:**a.** services will be provided in order to ensure that the student receives FAPE, and**b.** a functional behavioral assessment will be conducted and a behavioral intervention plan will be implemented, and **c.** the team will conduct a manifestation determination in order to decide whether the infraction is related to the student’s disability, and if the team finds that the behavior is a manifestation of the disability, the District may not suspend the student.

CORPORAL PUNISHMENT: Corporal punishment is prohibited.

BUS DISCIPLINE PROCEDURES AND CONSEQUENCES

BUS DISCIPLINE REGULATIONS/ SAFETY & SECURITY: The Wachusett Regional School District and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing District requirements of student conduct on busses will rest with the principal. To ensure the safety of all students who ride in busses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school busses endangers the health, safety, and welfare of other riders or damages properties will be notified that their children face the loss of transportation privileges. Notification of this policy shall be contained in the Student Handbook.1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations. 3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.4. Classroom instruction on school bus safety will be provided.

The code below classifies unacceptable behavior into three levels. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the misbehavior. The administration reserves the right to consider extenuating circumstances in determining disciplinary action.

LEVEL 1

Misbehaviors	Consequences
Misbehaviors that interfere with the orderly transportation of students. Some examples are:	The bus driver may address the misbehavior: <ul style="list-style-type: none">● Verbal warning issued to student

<ul style="list-style-type: none"> ● Talking too loudly ● Failure to stay seated ● Littering on the bus ● Tampering with the possessions of other passengers 	<ul style="list-style-type: none"> ● Assign seats
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LEVEL 2

<p><u>Misbehaviors</u> More severe misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"> ● Repeated occurrences of Level 1 behaviors ● Annoying and/or bullying other passengers ● Use of profanity ● Damage to the bus 	<p><u>Consequences</u> The bus driver reports misbehavior on the bus. The principal or designee administers consequences. This action may include any or all of the following:</p> <ul style="list-style-type: none"> ● Conference with principal or designee ● Contact with parents ● Assigned seats ● Loss of bus privileges for up to five days ● Suspension from school for up to five days
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LEVEL 3

<p><u>Misbehaviors</u> Behavior that endangers the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include:</p> <ul style="list-style-type: none"> ● Repeated occurrences of Level 1 or 2 behaviors ● Refusal to remain in seats ● Throwing objects, spitting, or spit balls ● Distracting the driver ● Refusal to obey driver ● Fighting, including pushing and/or wrestling ● Lighting matches/lighters ● Possession of knives or other dangerous objects ● Possession or use of tobacco, alcohol, drugs, or controlled substances 	<p><u>Consequences</u> The bus driver reports misbehavior on the bus. The principal or designee administers consequences. At more severe levels, the superintendent or designee may be involved. This action may include the following:</p> <ul style="list-style-type: none"> ● Loss of bus privileges for six to ten days ● Suspension for 6 or more days or exclusion from school ● Repeated incidents of Level 2 behavior or egregious acts may result in a child being permanently suspended from bus privileges ● Illegal activity will be referred to the Police Department
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Procedures for reporting passenger misconduct

1. The bus driver will report misconduct occurring on the school bus to the school administration. If a student shares information pertaining to student misconduct on the bus with a teacher or other staff member, the administration will be notified and speak with the bus driver.
2. A School Bus Conduct Report will be completed and submitted to the school administration and the bus company.
3. The principal or designee and the bus company will retain copies of the signed report.

STUDENT RIGHTS IN THE DISCIPLINE PROCEDURES - DUE PROCESS – Paxton Center School management policies are based upon a firm belief that all students have a right to a quality education and that this right should not be infringed upon in any way. Administrators are here to help you out if a problem arises. Under school rules, all students at PCS are guaranteed due process.

Due process in the case of suspension requires the following:

For disciplinary action up to and including 10 days of suspension

- Oral notice of the charge (telephone notification to parents);
- An explanation of the evidence
- The opportunity for the student to present his/her side of the story to an administrator.

For disciplinary action of more than 10 days/expulsion

- Written notice of opportunity for a hearing;

- Written notice of the charges (telephone notification to parents with written copy of the charges mailed to student's parents or guardian);
- The right to be represented by a lawyer or an advocate;
- Adequate time to prepare for a hearing;
- Access to documented evidence and opportunity to present witnesses and evidence in his/her behalf;
- The right to question witnesses; and
- A written decision including the specific grounds for the decision;
- Any student expelled from school by the principal shall have the right to appeal the decision to the superintendent of schools.

Appeals – You are also provided with an avenue of appeal in cases where you feel student management policies were not justly applied. A student charged by a teacher with an offense may appeal the decision to their administrator. The final level of appeal is the principal except as specified above.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, breakfast (\$2.25) and a balanced lunch (\$3.25) is offered daily. Milk is \$.60 per carton. Menus will be posted to the school website monthly and also published in The Landmark. For nutritional reasons, it is expected that every child have something to eat at lunch time. Students who forget their lunch money will be allowed to receive an IOU from the kitchen. The student must then repay the kitchen. Student accounts must be kept in good standing at all times.

FREE & REDUCED PRICE MEALS: Applications for free milk and free or reduced price meals will be sent home with each student at the beginning of the school year. These applications are available at all times in the school office.

CAFETERIA RULES: The following cafeteria rules are enforced to keep a clean and safe lunchroom:

1. Do not take food from another student's tray.
2. Dispose of trash and recyclables appropriately.
3. Pick up any paper or food around your seat.
4. Speak in conversational tones.
5. Minimize out of seat to trash or bathroom needs.
6. All food and beverages are to be consumed in the cafeteria.

MY SCHOOL BUCKS: Pre-pay for your children's lunch through My School Bucks. You can set up an account and view transactions and balances of your child even if you are not interested in the online prepay. The system will also alert low balances via email. Access to this program is on our school website.

CHILD FIND

The Wachusett Regional School District wishes to identify all children, ages three years to twenty-one years, who reside within the District, have not yet graduated from high school, and who are in need of special education and related services. Any child suspected of having a disability and believed to be in need of special education and related services may be referred to the Administrator of Special Education Services, Wachusett Regional School District, Jefferson School, 1745 Main Street, Jefferson, MA 01522 (508-829-1670 X237).

COMMUNICATION / SCHOOL & HOME

Communication between the school and parents is very important. The school has several ways to communicate school activities and information directly to parents. The school has a web site at www.wrsd.net. All staff have e-mail addresses that are posted on our web site. The School Messenger system will be used to send emails or phone messages to inform you of upcoming events and news. Parents are encouraged to communicate with staff and administration with any concerns that you may have.

CONFIDENTIALITY

The Wachusett Regional School District shall encourage communication between and among school personnel, students, and parents. The Committee recognizes that circumstances may arise when a student with a personal or medical problem may seek help from a member of the faculty or administration. In such instances, the Committee will respect the confidentiality of communications between student and teacher, counselor, nurse or

administrator. However, it is not the intention of this statement of policy to encourage interference with parental or legal authority. (*WRSDC Policy 6650*) See page A-23 for School Committee Policy

DISCRIMINATION

The Wachusett Regional School District does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, English Language Learner (ELL) status, housing status, or other protected status in the operation of the educational programs, activities, or employment policies, and no person will be excluded from or discriminated against in admission to its public schools, or in obtaining advantage and privileges in regards to courses of study and extracurricular programs of such public schools on account of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, English Language Learner (ELL) status, housing status or other protected category.

TOLERANCE: The Wachusett Regional School Committee shall provide a learning environment that promotes and encourages an appreciation of diversity. Individual differences of students are to be appreciated and respected within district policies and regulations. All students can expect to grow and learn without encountering harassment about individual differences. Intolerable activities include but are not limited to harassment about race, gender, sexual orientation, handicap, religion, ethnic group, appearance, dress, learning style, interests, or behaviors. Bullying will not be tolerated. Bullying behaviors include but are not limited to teasing, verbal harassment, unwanted touches, physical attacks, and/or ostracism. Reports of such conduct will be investigated and action will be taken under the guidelines of an individual school's disciplinary code.

GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, AND SECTION 504 (FEDERAL LAWS) AND CHAPTER 622 (STATE LAW):

Statement of Definition

A grievance is any alleged violation of the Wachusett District School Committee Policy on Non-Discrimination (#P6631) on the basis of race, color, sex, religion, age, national origin, sexual orientation or disability, in the operation of the educational programs, activities, or employment policies.

Grievance Procedure

Step #1

An alleged grievance must be filed with the building coordinator (principal or designee) in writing within thirty (30) days of the alleged grievance. The building coordinator shall meet with and respond to the aggrieved party (in writing) within fifteen (15) days.

Step #2 If a satisfactory solution is not achieved at step #1, the aggrieved party may, within fifteen (15) days upon receiving the decision rendered at step #1, file the alleged grievance with the Supervisor of Pupil Personnel Services (for disability) or the Director of Administration Services (for all others), who shall respond in writing and meet with the aggrieved party in an attempt to resolve the alleged grievance within fifteen (15) days.

Step #3 If a satisfactory solution is not achieved at step #2 within the fifteen (15) day period, the alleged grievance may be filed at the next step with the school committee. The school committee shall provide an opportunity for the alleged grievance to be heard at its next regularly scheduled meeting and a decision shall be rendered in writing to the aggrieved party within fifteen (15) days. **Statement 1.** An aggrieved party, if not satisfied with the decision of the school committee, may refer the case to the Massachusetts State Department of Education, 350 Main Street, Department of Education, John W. McCormack Post Office and Court House, Room 701, Boston, MA 02109 (617-223-9662). It is the intention of this grievance procedure to render due process regarding complaints or violations of this policy at each step of this grievance procedure.

DRESS CODE AND APPEARANCE

We take pride in the appearance of our students. Students are expected to dress and groom themselves neatly in attire suitable for each school day. Use sound judgment when choosing clothes for school. Any manner of dress that is disruptive to the educational process will not be tolerated. Failure to adhere to these standards will result in immediate removal from class until the student is properly attired. Subsequent dress code violations will require further consequences.

The following are not acceptable school attire during school and school activities:

--- Hats, cloth bandanas, and chains.

--- Any apparel which makes reference to drugs, alcohol, tobacco, sex, profanity, violence or apparel with offensive words or pictures.

--- Items that are distracting, revealing, or educationally disruptive including sunglasses, mesh, see-through clothing, bare midriffs, exposed cleavage, exposed undergarments, tank tops (2 inch strap width is a good rule of thumb), tube tops, spaghetti straps, low rider slacks, muscle shirts, and short shorts or skirts (A good rule of thumb for shorts and skirts is that when the child extends his/her arm at his/her side, the shorts or skirt's hem should approximate the tips of the fingers).

EVACUATION DRILLS

Drills are held regularly to insure the safety of all persons in the event of fire or disaster. Students are instructed in exits used, procedure for leaving the building, areas in which to assemble, and procedure in returning to the building. Periodic checks by the Paxton Fire Department are conducted.

EXTRA CURRICULAR

INTERSCHOLASTIC/INTRAMURAL SPORTS

PCS Middle School students are invited to try out for WRSD seasonal sports. In order to participate in any extra-curricular activities, students must meet the following requirements:

1. Academic Requirements: Students may not have more than (1) failing grade to participate
2. Behavioral Requirements: Students must demonstrate appropriate behavior according to school standards. At the sole discretion of the Principal, a student may be declared ineligible for participation due to chronic misbehavior or an incident of serious or major misconduct according to school standards.
3. Students scheduled to attend after-school disciplinary session on the day of a practice or game must attend the disciplinary session before being able to participate in the athletic activity. Students who are serving a suspension (internal or external) on the day of a practice or game are not allowed to participate in the athletic program activity on that day.
4. Physical Fitness: A note from the student's physician that the student has had a physical in the past thirteen months or 395 days and is not restricted in any way from participating in the program is required. Students wishing to try out for a school sponsored athletic activity must either complete a school physical or one provided by their own private physician. School sponsored physicals will be done for Paxton Center students in early September. Students are not allowed to tryout unless this requirement is fulfilled.

STUDENT COUNCIL

The Student Council is the student-elected governing body through which the students may express their opinions, assist in the administration for the school and participate in the management of school enterprises. Students in grades 5 through 8 are eligible to run for Student Council.

EXTRA-CURRICULAR ACTIVITIES:

Additionally, there are after school activities from time to time offered for students in grades 6-8. In order to participate in any extra-curricular activities, students must meet the following requirements:

Students may not have more than (1) failing grade to participate as reported on the most recent formal communication with parents (interims/report cards) in order to participate in after school, school sponsored activities.

Students participating in extra-curricular activities must demonstrate appropriate behavior according to school standards. Only PCS students are allowed to attend dances. Guests are always welcome at concerts and school plays that are open to the public.

Students must be picked up from these after-school activities within fifteen minutes of the conclusion of the activity (unless special arrangements have been made in advance.) Students who are not picked up within the 15 minutes time frame may be excluded from the next like event at the school.

ATTENDANCE DURING THE DAY REQUIRED TO ATTEND AFTER SCHOOL EVENTS:

A student must attend school the day he/she plans to attend any after school or evening event.

FIELD TRIPS

DAYTIME FIELD TRIPS

Field trips are scheduled throughout the school year. These are designed to supplement the curriculum and to introduce students to the resources of the region. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Parents may request financial assistance for any field trip by contacting the building principal for available funds. Students who have demonstrated repeated inappropriate behavior may not be allowed to participate. School work will be provided for students who are not participating in a field trip. Parents/guardians may be asked to attend as chaperones, but only if a current CORI is available in the office for each chaperone.

FIELD TRIPS INVOLVING LATE NIGHT OR OVERNIGHT TRAVEL:

The Wachusett Regional School District encourages field trips, which enhance the students' educational experience.

In accordance with Massachusetts General Laws, Chapter 71, Section 37N, if field trips involve late night or overnight travel, the following must be met:

A. Trip Approval Process:

1. Advance approval by the Superintendent and/or designee will be required for any student trip involving late night or overnight travel (in concurrence with P3321 Policy Relating to Education Field Trips).
2. The approval process will be completed prior to engaging students in fundraising activities or other preparations for the trip.
3. Overnight trips must offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips must be appropriate for the grade level and must meet Time on Learning requirements of the Massachusetts Department of Education.
4. Teachers and other school staff will be prohibited from soliciting privately run trips through the school system. The trip approval process applies only to school-sanctioned trips; trips will not be approved that are privately organized and run without school sanctioning.
5. Policies and procedures for trip approval will take into account all logistical details involving security arrangements, emergency management and communications protocols, transportation, accommodations, itinerary, fundraising required of students, the educational value of the trip in relation to its costs, and recommendation of the principal.

B. Transportation:

1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Should the use of vans be necessary for overnight travel, prior written authorization from the Superintendent and subsequent approval by the School Committee must be obtained. Such trips should generally use commercial motor coaches. No student drivers will be allowed at any time.
2. Trips planned to include late night or overnight student travel will involve pre-trip checks for companies, drivers, and vehicles. Companies must have liability insurance on drivers.
3. School officials will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The District should not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory".
4. The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the District to allow for verification of the subcontractor's qualifications.

C. Trip Scheduling

1. Overnight accommodations will be made in advance with student safety and security in mind. Hiring independent security is recommended when appropriate.
2. Field trips during school time must meet the Massachusetts Department of Education Time on Learning requirements.
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense. Student vehicular (bus and auto) travel between the hours of midnight and 6:00 AM is prohibited.
4. If substantially all members of a class are participating in a field trip, the school will provide appropriate substitute activities for any students not participating.

D. Fundraising

1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
2. Group fundraising activities are preferred.

E. Student Supervision

1. Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI/criminal record check. Faculty and staff of the school will serve as chaperones whenever possible.
2. A chaperone must always be present whenever students are on the bus.
3. All participating students must submit a signed parent/guardian permission form. Such forms shall include eligibility requirements and appropriate authorization for emergency medical care and administration of medication.
4. When away from school, all school rules will apply to the trip.
5. Infringement of rules may result in a student's immediate expulsion from the trip. In such cases, parents will be financially responsible for transportation home.

(WRSDC Policy 3321.1)

SECTION 504 OF THE REHABILITATION ACT OF 1973

The Wachusett Regional School District will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973.

GRADES AND REPORT CARDS

Report cards will be distributed four (4) times a year at approximately 10 week intervals for students in grades 3-8..

Students in grades K-2 will have a parent conference instead of a report card for the first term. **These will only be issued electronically and will require sign-off from a parent on PowerSchool within three days of completion.** Parents will be notified via School Messenger that report cards are ready.

Elementary students (K-5) will be graded on a Standards based report card with a 1-4 rating for demonstration of skill in each standard area. [Rating Description Explanation:

4 = Advanced Consistently exceeds proficiency expectations based on grade level benchmarks.

3 = Proficient Consistently meets proficiency expectations based on grade level benchmarks.

2 = Progressing Toward Does not yet consistently meet proficiency expectations based on grade level proficiency benchmarks.

1 = Needs Improvement Needs substantial teacher support to apply skills/strategies that meet proficiency expectations based on grade level benchmarks.

N/A Not Assessed Not addressed this term.

Middle School students (6-8) will be graded on a numerical and letter grade format as below:

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	Below 60
C+	77-79	Inc	Incomplete

Interim reports are issued half way through each marking period for students that are struggling in grades 6-8. The purpose of the report is to notify the student and parents of academic progress. However, parents and students are highly encouraged to check Power School weekly to monitor for missing work or low grades.

PCS Honor Roll is published each quarter for students in grades 7-8. Grade 6 students will have honor roll noted during quarters 2-4 to help them adjust to the new grading system pressures in middle school. High Honor Roll is all "A's" and Honor Roll is all "A's" and "B's" in all subjects. Academic achievement is recognized throughout the school year in a variety of ways.

INCOMPLETE GRADES: A student who receives an incomplete grade on his/her report card, will have two (2) weeks to makeup the work.

CONFERENCES: Individual teacher conferences may be requested directly by phone or email with the teacher.

POWERSCHOOL PARENT ACCESS TO STUDENT GRADES (for grades 6-8) The Wachusett Regional School District utilizes PowerSchool, a student information management system. PowerSchool also has a parent component that allows parents access to their child(ren)'s grades via a secure internet site. Parent access and login information will be mailed home with the welcome back letter. If needed, PCS will provide training for parents in mid September. It is important to note that reporting of grades is the final step in assessing a student. Teachers are only required to report grades two times per marking period (progress report time and report card time). The Administration reserves the right to revoke parent access to PowerSchool if it is misused.

RETENTION: Students in grades 6-8 may be retained if they fail more than one academic class for the year. They may not be eligible to move to the next grade unless the student attends summer school to make up the course.

If a student attends summer school, it will be at parent cost, and is not offered in the WRSD. Students will be required to achieve a passing grade during summer school. Each case will be looked at individually by the principal.

GRADUATION

GRADUATION REQUIREMENTS

1. An eighth grade student who receives two or more failing final averages in any subject area may be ineligible for a diploma and will not be allowed to participate in graduation activities.
2. Each student must complete at least 10 hours of Community Service in order to take part in any graduation activities.
3. Students must have 0\$ balance in the cafeteria and no missing library books in order to take part in any graduation activity.

HANDBOOK

The student handbook shall annually be reviewed. The student handbook shall be printed and distributed to all enrolled students and all staff members at the start of each school year. The student handbook shall include, but not be limited to, sections dealing with: 1. Student rights and responsibilities; 2. Student behavior and discipline; and 3. Glossary of terms. Each building principal shall be responsible for providing orientation to the handbook to all enrolled students and all staff members at the start of the school year. The provisions of the student handbook shall be applied to students in a standardized, nondiscriminatory and non-arbitrary manner.

HARASSMENT AND BULLYING

PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, BULLYING, DISCRIMINATION AND HATE CRIMES See page A11 for School Committee Policy

ANTI-BULLYING POLICY See A-15 and A-25 for School Committee Policies

SEXUAL HARASSMENT: See A-7 for School Committee Policies

LIBRARY

The school library is an integral part of the school program. It supplies materials to support and augment the course of study and to encourage recreational reading. The Library also has a media center where computers are available for research. The usual loan period for books and magazines is two (2) weeks. Students are responsible for replacing lost books or materials.

MEDICAL INFORMATION

See A-21

INSURANCE: The Wachusett Regional School District shall require each student participating in intramural programs and/or athletic teams to provide evidence of an active Accident Insurance Policy covering the student. (*WRSDC Policy 6616*)

HEALTH SERVICES: Students who become ill or injured will be directed to the school nurse for assessment, evaluation, treatment and/or referral. If the nurse is not available, students are to report to the office. Students are not to leave the building without authorization. **Students are not allowed to call parents to complain of illness without speaking to school staff.** Parents will be notified when a child must be sent home. If the parent cannot be contacted, the person indicated on the Emergency Card will be called. It is imperative that the Emergency Card be completed annually and updated as necessary.

PHYSICAL EXAMINATIONS: Massachusetts requires that a physical examination by a health care provider be on file with the nurse for kindergarten entry and every four years thereafter (grades 4 & 8.) Students entering the District without records or recent physical must have a physical examination within the first year. A physical exam is also required prior to tryouts for competitive athletics or cheerleading.

MANDATED SCREENING: Students in grades K, 1, 4, 6-8, and 9 are weighed and measured and students in grades K (at the time of Kindergarten registration)-5, 7 and 10 are tested for vision and hearing. Students in

grades 5-8 and 9 receive an annual postural screening for scoliosis. The screening is done by the school nurse with assistance from the Physical Education Staff. Parents will be notified if screening procedures identify possible problems.

CONTAGIOUS CONDITIONS: Parents are requested to report any incidence of contagious disease or condition to the school nurse. This includes incidence of head lice and scabies. When these conditions are identified, the student will be sent home. Return to school is permitted following treatment and verification by the school nurse that the student is free of disease, lice, nits or mites.

IMMUNIZATIONS: All students must be compliant with immunizations required by Massachusetts regulations (102 CMR 7.09 and 105 CMR 220.00) and established by the Massachusetts Department of Public Health. The only exemptions are for documented religious or medical reasons

MEDICATIONS: Medication, prescription and non-prescription, must be by written order of the provider with written permission from the parent/guardian before medication may be administered by the nurse. Medication must be brought to the school by the parent/guardian or other designated responsible adult in the original container with the label intact. Students are not to transport medication to and from school. However, in the case of self-medicating students, students may transport and self-administer upon completion of a written agreement between the parent and the nurse.

PARENT/SCHOOL ORGANIZATIONS

PTO

The P.T.O. is comprised of parents who have children attending Paxton Center School, members of the teaching staff and the building administration. Representatives of P.T.O. meet monthly to initiate and organize home and school activities. Parent orientation programs, teacher grants, coffee hours, open houses, and a number of student-centered events are sponsored each year. P.T.O. also gives parents the opportunity to become directly involved in matters that affect their children. The PTO sponsors fundraisers each year to help fund field trips and educational programs.

SCHOOL IMPROVEMENT AND MODERNIZATION COUNCIL (S.I.M.C.O.) is set up to establish a process of interaction between the community, teachers, and administration which will enable Paxton Center School to become an environment cognizant of change and the need for continuing improvement. S.I.M.C.O. meets regularly.

SPECIAL EDUCATION PARENT ADVISORY COUNCIL (S.E.P.A.C.) is a District wide council that meets throughout the year to “work towards the understanding of, respect for, support and appropriate education for all children with special needs in the WRSD communities.” We encourage all interested parents to join the S.E.P.A.C. For more information, see go to www.wrsd.net and click the link for parent information.

PICTURES

School pictures will be taken early in October or November and should be available prior to the Holiday recess/vacation. Payment must be made at the time the pictures are taken. Refunds or retakes will be available upon request. Additional photo opportunities may be provided in the Spring.

PHYSICAL RESTRAINT

See A-2 for School Committee Policies

RECESS

We consider recess to be an integral part of the school day. All students have the opportunity to participate during outdoor recess unless they have a note from their physician recommending they remain indoors. Recess will be held indoors in the event of inclement weather or unsafe outside conditions. A wind chill of 20 degrees and above allows students to go outdoors. Be sure your child dresses appropriately for outdoor recess all through the year. Behavioral expectations are reinforced during recess. Supervising staff have the right to modify activities to ensure the safety of all students.

RECORDING MEETINGS

AUDIO, VIDEO AND/OR STENOGRAPHIC RECORDING OF MEETINGS: The Wachusett Regional School Committee prohibits the audio, video and/or stenographic recording of parent/teacher conferences and/or Team meetings conducted in Wachusett Regional School District facilities. Exceptions to this policy will be made only where a parent/guardian or student is able to demonstrate that either the audio, video and/or stenographic recording of the meeting or conference is necessary to ensure the parent's/guardian's or student's full understanding of the proceedings or to otherwise accommodate a parent's/guardian's or student's documented disability.

Requests by a parent/guardian or student for authorization to audio, video and/or stenographic record a meeting or conference shall be Requests by a parent/guardian or submitted in writing to the Superintendent of the Wachusett Regional School District no less than three (3) business days prior to said meeting/conference. The Superintendent's decision on any such request shall be final. (*WRSDC Policy 3813*)

SCHOOL CANCELLATION

Un-scheduled School cancellation, delay, or dismissal announcements will be aired starting at approximately 6:00 a.m. on the following radio stations when school will be delayed or canceled for the entire day, due to inclement weather. **WTAG-580 AM, WSRS-96.1 FM, WXLO-104.5 FM and TV stations 4, 5 & 7.** Students or their parents should continue to listen to these stations for further announcements indicating a change from delay to no school should weather conditions change. Delays could be up to two (2) hours. Delayed openings do not affect dismissal times. In an emergency such as severe weather or a boiler breakdown, school may be dismissed earlier than the regular closing time. Parents need to inform their children as to what they should do in case of an early dismissal. An emergency dismissal form must be completed and returned to school.

SCHOOL COMMITTEE PUBLICATIONS

The Wachusett Regional School District shall, in accordance with the Massachusetts General Laws and Department of Education regulations, provide all publications as approved by the School Committee and required by the State Department of Education. The School Committee Policy Book shall be made available for review to any person, upon request to the Superintendent's Office. Copies of said publications shall be placed in each of the five (5) Town Libraries and all school libraries. A nominal fee, not to exceed the cost of production, shall be charged to any person requesting a copy of one of the publications.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, materials and furniture supplied by the school. Students who damage school property, equipment or books will be required to pay for the damage done or replace the item and be subject to disciplinary action.

LOCKERS: A locker is the property of the Wachusett Regional School District which is issued to each middle school student. Lockers may be searched at any time for reasonable cause. Students may not take anything from another person's locker. This will result in disciplinary action. A student may attach a lock to his/her locker after completing a Lock Registration Form.

TEXTBOOKS: All textbooks issued to students must be covered. If a student does not return his/her textbook or if he/she returns it in unacceptable condition, he/she will be required to make restitution.

STUDENT PUBLICATIONS

See A-18 for School Committee Policies

TECHNOLOGY

CELL PHONES, IPODS & OTHER ELECTRONICS

See A-20 for School Committee Policies

Students are strongly encouraged not to bring iPods, CD players, stereos, video games, cell phones or similar items to school because they disrupt the educational process. **[The exception to this rule would be in the event that a teacher allows student use of personal electronic devices to access the internet for academic purposes.]** Light Pens or Laser Lights are not allowed in school for safety reason. Personal items such as these if brought to school are the sole responsibility of the student. Any cell phones or iPods brought to school by students are to be kept OFF and in students' book bags or locker during the school day. Students may NOT use cell phones during the school day to send or receive calls, send or receive text messages, or take photographs or

videos (including the bus ride). Cell phones may only be used before and after school hours. Any cell phone or iPod found to be visible or in use during the school day, except for academic reasons as directed by a teacher, will be confiscated and brought to the office for safe-keeping. A warning will be given to first-time offenders and the phone returned at the end of the day. A second offense will result in confiscation and the device will only be released to a parent or guardian. A third offense will result in suspension and the device will only be released to a parent or guardian. If these items are lost, damaged or stolen, the sole responsibility for addressing these circumstances belongs to the student and parent.

INTERNET ACCESS: While the Wachusett Regional School Committee encourages the use of electronic communication to promote excellence in education, the School Committee also recognizes its responsibility to reasonably ensure the anonymity of students using the District's Internet to ensure this goal. • District prohibits non-educational use of its network facilities, the Internet and Internet access. • Access and use of the District's Internet is a privilege, not a right, and access to it may be denied to students violating this policy. • District prohibits student use of "chat" lines without permission and supervision of authorized professional staff members. • District shall limit student use of e-mail to District supervised programs.

1. Student work may be displayed on the school site web pages or the District web page with the student's first name only when prior written permission is received from the parent/guardian annually.
2. Photographs of students may be displayed on the school site web pages or District web page only identified by classroom teacher or grade when prior permission is received from the parent/guardian annually.

ACCEPTABLE COMPUTER USE: The purpose of the WRSD network and the Internet is to enhance the educational process. Use of this media is limited to educational purposes determined by the District. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages the Internet may contain items that are illegal, defamatory, inaccurate and or potentially offensive to some people. While the District's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the District's position that the benefits to students in the form of information resources and opportunities for collaboration exceed the potential disadvantages.

GUIDELINES FOR STUDENT USE OF TECHNOLOGY:

1. Students may not install any software on any computers or attempt to make copies of software that is on the hard drive.
2. Students should respect others' rights to privacy and not access or use information on a computer without permission of the owner of the information.
3. Students should respect others' property. Students should not vandalize computers, computer systems and computer software. Vandalism, including malicious viruses will result in loss of privileges and possible legal action. Students are prohibited from making changes to or deleting computer programs, files, or information that belongs to others.
4. Use computers, software and related technologies for purposes that are within the law; that are beneficial to others, that are not harmful (physically, financially, or otherwise) to others or others' property.

GUIDELINES FOR STUDENT USE OF INTERNET:

1. As to any interaction with strangers, use common sense and exercise caution. Do not reveal your own personal information such as addresses, telephone numbers, user names, passwords, etc. or that of other students.
2. Accept personal responsibility for appropriate use of system. Abuses, i.e. pornography, illegal solicitation, racism, sexism, inappropriate language, are prohibited and must be reported to your teacher.
3. Use is limited to activities which support education and research. Copyrighted materials plagiarizing works, threatening or obscene materials or trade secrets may not be transmitted. Violation of this provision could result in prosecution.
4. All student use of E-mail shall only be allowed under the direct supervision of a teacher.
5. Students are not allowed to create or maintain personal or other unauthorized web pages.
6. Access to the network is a privilege not a right and as such may be denied to any student who is found violating school regulations
7. On-line etiquette proceeds from every day acceptable conduct and includes: being polite, using appropriate language, maintaining all users' privacy, appropriate use of Email (no support of illegal or illicit activities,) being considerate and not disrupting the network by game playing or large scale downloading.
8. Network files are not private and remain open to administrators to maintain system integrity, insure appropriate use and to maintain hard drive storage. Additional storage beyond what is pre-assigned may be

requested through the building media specialist.

9. Users of the system do so at their own risk. Damages, including loss of data or information inaccuracies are not the responsibility of the Wachusett Regional School District.

10. Security remains a high priority. Teachers and other staff members will make every attempt to monitor and guide students toward appropriate use of the system. All users are responsible for system security and must report problems to their teachers.

See WRSD Policy 6531 Relating to STUDENT INTERNET ACCESS

SOCIAL MEDIA

See A-19 for School Committee Policies

TELEPHONE

Messages and deliveries from home should be left in the school office. Students will be called out of class only in an emergency to minimize class disruptions. Students are allowed to use the office phone with permission from teachers and office staff during non-class times.

TRANSPORTATION

See A-21 for Alternative Student Transportation and A-22 for Transportation Safety and Security Procedures for School Committee Policies

It shall be expected that students will go to and from school by the same means on a daily basis. A parent may choose an alternate mode of transportation over which the school system has no authority. Therefore, a choice to use an alternative mode of transportation other than the school bus shall be at the risk of the parent and the student. It is the intent of the WRSD school committee to comply with state law and bus students who live two (2) or more miles from the school they attend. Students may be required to walk up to one (1) mile to a bus stop and up to but not including two (2) miles to his/her school. Exceptions to the above rule for such reasons as safety, special needs and physical handicaps may be made by vote of the committee. Students are not allowed to ride busses other than their own. Students that walk to school are not permitted on school busses.

DROP OFF AND PICKUP: Parents may drop students off between 8:10 and 8:25. Please follow the traffic pattern and pull up as far as possible to drop off your child safely and quickly. Please remember that you are to **NEVER** pass busses when they are lined up and they have their lights on and stop signs out. Violators will be reported.

BICYCLE RIDERS: Bicycle riders are to walk their bicycles across main thoroughfares where school crossing guards are located. Students should ride bikes on sidewalk only. All students are to wear bicycle helmets when riding their bikes. The privilege of riding bicycles to school may be taken away at any time if the student does not follow safety procedures or is endangering other students.

WALKERS: Students walking to and from school should cross with crossing guards and use sidewalks only. In some cases, crossing guards may not be available.

SKATEBOARDS/ROLLER BLADES: Skateboards, roller blades, sneakers with wheels, scooters and any similar items may not be brought to school or used on school property. Any of these items will be confiscated.

USE OF SCHOOL FACILITIES

The WRSD Committee has agreed to make Paxton Center available for educational, recreational and civic purposes to recognized, responsible organizations within the town. The practical requirements for use of school facilities are: Programs cannot interfere with regular school activities, and activities cannot damage or cause excessive depreciation of school property. Please contact the office to make plans for school use. WRSD School Use Application/Agreement must be completed and approved by the building principal.

VISITORS

All visitors must enter through the main entrance, check in at office, sign in, and wear a visitor's badge.

If you need this booklet translated, please contact the main office of your child's school.

Portuguese/Português

Se você necessitar este livreto traduzido, contate por favor o escritório principal da escola da sua criança.

Spanish/ Español

Si usted necesita este librete traducido, entre en contacto con por favor la oficina Principal de la escuela de su niño.

French/ Français

Si vous avez besoin de ce livret traduit, entrez en contact avec svp le bureau Principal de l'école de votre enfant.

German/ Deutsch

Wenn Sie diese übersetzte Broschüre benötigen, treten Sie bitte mit dem upbüro der Schule Ihres Kindes in Verbindung.

Russian/Русско

Если вы этот переведенный буклет, то пожалуйста контактируйте главный офис школы вашего ребенка.

Hindi/ihndI

Agar Aapkao yah puistka kI Anauvaaidt AavaSyakta hO tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk- kiryaO .

Polish/Polski

Jeśli potrzebujesz tej broszury przetłumaczone, skontaktuj się z głównego urzędu Twoje dziecko w szkole.

Greek

Αν χρειάζεστε το φυλλάδιο αυτό μεταφράστηκε, παρακαλούμε επικοινωνήστε με την κύρια έδρα του σχολείου του παιδιού σας.

Italian/Italia

Se hai bisogno di questo opuscolo tradotto, si prega di contattare l'ufficio principale del vostro bambino scuola.

Arabic المكتب رئيسية من طفلك مدرسة. اتصل ب إن أنت تحتاج هذا كراس يترجم, رجا ء