

2021 - 2022

Handbook for Students & Parents

Quaboag Regional
Middle/High School

284 Old West Brookfield Road
Warren, MA 01083



Quaboag Regional School District
www.quaboagrsd.org

*Adopted by the QRSD
August, 2020*

School Committee

The mission of the Quaboag Regional School District is to form a partnership with parents and the community to prepare our diverse population of students to be lifelong learners in a nurturing, safe environment with high expectations so they will be responsible, productive citizens in an ever-changing global society.



Most importantly, decisions are made in the best interests of our students.

TABLE OF CONTENTS

Academic Issues	13	Hearing Officers	46
Academic Eligibility	21	Homework Policy	27
Acceptable Use Policy (AUP)	15	Honor Roll	21
Accreditation Statement	3	Illness in School	37
Activities, School-Sponsored Activities	41	Leaving School Grounds	37
Advanced Placement Program	24	Legal Issues Affecting Students	9
Alcohol / Drug Policy, Violation	11	Lockers	36
Alternative Education Program (Alt. Ed.)	27	Lost and Found	36
Articles Prohibited from School	10	Medication Policy	31
Assault, Violent Behavior	10	Mission / Vision Statements	4
Athletics:		National Honor Society	25
Age Limits	43	NCLB, Parents' Right To Know Qualifications	52
Academic Requirements	43	Office Detention	46
Chemical Health	43	Parking, Student Parking	39
Concussion / Head Injuries Policy	45	Physical Education, Medical Excuse	35
Regulations	44	Physical Restraint Policy	70
Steroids	44	Plagiarism / Cheating	13
User Fee	45	PPRA, Notification of Rights Under PPRA	52
Attendance Policy	32	PPRA Notice and Consent, Opt-Out Provisions	54
Absences	32	Pregnancy	11
Appeals for Loss of Credit	33	Promotion Requirements	22, 27
Dismissals	34	Publication Release	35
Excused Absences	32	Report Cards	22
Loss of Credit due to Absences	33	School Committee	6
Tardiness	34	School Council	28
Recording	32	Searches	13
Review Committee	33	Section I. Legal Issues Affecting Students	55
Truancy	35	Section II. Academic Issues	13
Bullying / Harassment	65	Section III. Administration	29
Cancellation of School	35	Section IV. Social	41
Calendar, Academic Year	8	Section V. Athletics	43
Cell Phone Policy	36	Section VI. Discipline	56
Central Administration	6	Section VII. Federally Mandated Laws	52
Cheating / Plagiarism	13	Section 504 of the Rehabilitation Act	62
Computer / Internet Access	15	Senior Exams	24
CORI Information	35	Sexual Harassment	64
Dances / Guest Verification Form	42, 54	Smoking/Electronic Nicotine Delivery products	12
Delayed Start of School Day	35	Special Education	54
Discipline of Students with Disabilities	63	Student Advisory Council	26
Discipline of Students Under Section 504	62	Student Conduct	37
Discrimination, Policy, Non-Discrimination	61	Bathroom	38
Dress Code	40	Bus	38
Drug / Alcohol Policy, Violation	11	Cafeteria	37
Early Intervention Team (EIT)	24	Classroom / Corridor	38
Expulsion	47	Student Council	28
Exams, Midterm/Final	23	Student Discipline Chart	56
FERPA, Notification of Rights Under FERPA	52	Student Parking	39
Field Trips	42	Student Records	50, 51
Fire Drills	37	Summer School	24
Guidance	14	Suspension	46
Grading Information	23	Theft / Stealing	11
Graduation Requirements	21	Threats of Violence	10
Hazing	11	Tobacco Use by Students	12

ACCREDITATION STATEMENT



Quaboag Regional Middle/High School is accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction. Quaboag Regional Middle/High School originally received its accreditation when it opened in 1968.

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

Accreditation of an institution by the New England Association is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance concerning the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school. Individuals may also contact the Association.

DISTRICT MISSION STATEMENT

The mission of the Quaboag Regional School District is to form a partnership with parents and the community to prepare our diverse population of students to be lifelong learners in a nurturing, safe environment with high expectations so they will be responsible, productive citizens in an ever-changing global society. Most importantly, decisions are made in the best interests of our students.



QUABOAG REGIONAL

Decisions are made in the

New England Association of Secondary Schools and Colleges, or NEASC, is the governing organization that accepted and well-established educational conventions and regulations. NEASC insists that a very important a school's focus involves "*Mission and Expectations for Learning Expectations*". Each school develops a achieving those goals, and serve as a foundation for and as a commitment to the students and the community. school QRMHS is proud to share its recently-adopted "Core Values & Beliefs" and "21st Century Learning Council, Student Advisory Council, and Student Council. Quaboag Regional Middle/High School's *Core* best place for students to be every day.

Core Values

- C ommunity:** Collaborating to reach common goals;
- O pportunity:** Preparing for future success;
- U niqueness:** Embracing diversity;
- G lobal Awareness:** Developing 21st Century learners;
- A cademic Excellence:** Supporting all students in meeting high expectations;
- R esponsibility:** Acting with honesty and respect to self and others;
- S upport:** Ensuring an intellectually, physically, and emotionally safe environment.

As a School Community, We Believe:

- *That our students must be active participants in their own learning*
- *That collaboration between students, parents, faculty, and staff promotes student success and achievement*
- *That students learn best in a safe, supportive, and equitable environment*
- *That academics should be authentic, rigorous, and promote self-directed learning and collaboration*
- *That our students must think independently, respect individuality, and act with integrity in the global community*

MIDDLE / HIGH SCHOOL



best interests of our students.

determines the status of a New England public high school or higher education institution in terms of widely-part of a school's effectiveness stems from the concept of *core values*. One NEASC standard that helps to unify common language surrounding its goals for student success and a common vision for how to best assist them in QRMHS has developed its *Core Values*, which represent the attitude, ideals, and expectations of our *Expectations*" with the cooperation and input of stakeholders including students, faculty, staff, QRMHS School *Values & Beliefs* reflect our common vision and serve as an inspiration for all who strive to make QRMHS the

21st Century Expectations for Student Learning

Academic Expectations

1. Quaboag Regional Middle-High School student writes effectively.
2. The QRMHS student reads critically and with comprehension.
3. The QRMHS student listens actively.
4. The QRMHS student speaks effectively.
5. The QRMHS student conducts research using a variety of media.
6. The QRMHS student thinks critically and creatively to solve problems both as a self-directed learner and in collaboration with others.
7. The QRMHS student uses technology effectively.
8. The QRMHS student understands the importance of physical wellness and emotional wellbeing.
9. The QRMHS student collaborates effectively to achieve common goals.

Civic Expectation

10. The QRMHS student demonstrates responsible citizenship and service to the school and to his or her community.

Social Expectation

11. The QRMHS student demonstrates social responsibility and respect for themselves and others.

**Quaboag Regional School District
School Committee**

Andrew Schwenker (Warren), Chairperson

Craig Burgess (West Brookfield), Vice-Chairman

Dustin Atwood (West Brookfield) Tracy Waz (West Brookfield) Jason Morgan (Warren)

Dr. James Wilson (West Brookfield) Anne Banville (Warren) DeAnna Shepherd (West Brookfield)

Megan Sears (Warren) Greg Morse (West Brookfield) Sarah Tetreault (Warren) Tracy Waz (West Brookfield)

Matt Peloquin (Warren)

Central Administration

Brett M. Kustigian <i>Superintendent of Schools</i>	436-5991 x 1003	bkustigian@quaboagrsd.org
Robert Bergeron <i>Director of Student Services</i>	436-5991 x 1006	rbergeron @quaboagrsd.org
Sheri Sumter <i>Assistant Superintendent for Business</i>	436-5991 x 1008	ssumter@quaboagrsd.org
Peter Hadley <i>Director of Technology</i>	436-5991 x 1323	phadley@quaboagrsd.org
Melissa Mansfield <i>Director of Food Services</i>	436-5991 x 1953	mmansfield@quaboagrsd.org

Quaboag Regional Middle/High School

Steve Duff <i>Principal</i>	436-5991 x 1906	sduff@quaboagrsd.org
Anthony Cacace <i>Assistant Principal</i>	436-5991 x 1904	acacace@quaboagrsd.org
Dave Bouchard <i>Athletic Director</i>	436-5991 x 1924	dbouchard@quaboagrsd.org
Eric Urban, Department Chair <i>504 Coordinator, HS Guidance A-J</i>	436-5991 x 1910	eurban@quaboagrsd.org
Erin Baffuto <i>504 Coordinator, HS Guidance K-Z</i>	436-5991 x 1909	ebaffuto@quaboagrsd.org
Erica Griffin	436-5991	egriffin@quaboagrsd.org

504 Coordinator, Middle School Guidance x 1908

Lisa Long 436-5991
Administrative Assistant dial "0" or x 1901

llong@quaboagrsd.org

QUABOAG REGIONAL SCHOOL DISTRICT
Warren - West Brookfield
2021-2022
School Year Calendar

AUGUST 2021 (0)				
Mon.	Tues.	Wed.	Thurs.	Fri.
30NT	31FW			
SEPTEMBER 2021 (18)				
Mon.	Tues.	Wed.	Thurs.	Fri.
		1PD	2PD	3PD
Holiday	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
OCTOBER 2021 (20)				
Mon.	Tues.	Wed.	Thurs.	Fri.
				1
4	5	6PD*	7	8
Holiday	12	13	14	15
18	19	20	21	22
25	26	27	28	29
NOVEMBER 2021 (19)				
Mon.	Tues.	Wed.	Thurs.	Fri.
1	2	3	4	5
8	9	10	Holiday	12
15	16	17	18PC*	19
22	23	24*	Holiday	Holiday
29	30			
DECEMBER 2021 (17)				
Mon.	Tues.	Wed.	Thurs.	Fri.
		1	2	3
6	7	8PD*	9	10
13	14	15	16	17
20	21	22	23*	Holiday
Holiday	Vacation	Vacation	Vacation	Holiday

First Day of School September 7, 2021
First Day of Kindergarten September 13, 2021
First Day of Preschool September 13, 2021

QRMHS Grades Close: 1) November 5 2) January 21
3) April 1
Elementary Grades Close: 1) December 3 2) March 18
3) June 16

Draft Revised April 22, 2021

JANUARY 2022 (19)				
Mon.	Tues.	Wed.	Thurs.	Fri.
Holiday	4	5	6	7
10	11	12	13	14
Holiday	18	19	20	21
24	25	26	27	28
31				
FEBRUARY 2022 (15)				
Mon.	Tues.	Wed.	Thurs.	Fri.
	1	2	3	4
7	8	9	10	11
14	15	16PD*	17	18
Holiday	Vacation	Vacation	Vacation	Vacation
28				
MARCH 2022 (23)				
Mon.	Tues.	Wed.	Thurs.	Fri.
	1	2	3	4
7	8	9PD*	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
APRIL 2022 (15)				
Mon.	Tues.	Wed.	Thurs.	Fri.
				1
4	5	6	7	8
11	12	13	14	Holiday
Holiday	Vacation	Vacation	Vacation	Vacation
25	26	27	28	29
MAY 2022 (21)				
Mon.	Tues.	Wed.	Thurs.	Fri.
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
Holiday	31			
JUNE 2022 (13)				
Mon.	Tues.	Wed.	Thurs.	Fri.
		1	2	3
6	7	8	9	10
13	14	15	16	17
(20)	(21)	(22)	(23)	(24)

I. LEGAL ISSUES AFFECTING STUDENTS :

SEE APPENDIX FOR QRSD POLICIES:

A. POLICY ON NON-DISCRIMINATION

B. DISCIPLINE OF STUDENTS UNDER SECTION 504 AND ADA

C. DISCIPLINE OF STUDENTS WITH DISABILITIES

D. SEXUAL HARASSMENT AND BULLYING

E. PHYSICAL RESTRAINT POLICY AND PROCEDURES

F. TOBACCO POSSESSION / USE BY STUDENTS

ADDENDUM: PROCEDURES FOR SUPERINTENDENT HEARING

CH.71, S.2A PROHIBITION AGAINST THE USE OF TOBACCO BY STUDENTS

It shall be unlawful for any student enrolled in either primary or secondary public schools in the Commonwealth to possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions. "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. Consequences for possession or use of tobacco products on school grounds or at school-related functions are outlined in the discipline chart. In addition, students are prohibited from possessing a lighter on school grounds. Electronic Nicotine Delivery Products, E-cigarettes (and any related items or paraphernalia, including "vapor cigarettes") are prohibited.

G. WEAPONS

In all weapons cases, the police will be notified and legal action will be initiated.

A student shall not possess, use, or attempt to use any weapon on school premises or at a school-related function. In order to protect the students of the Quaboag Regional School District, the building Principal and/or Superintendent of Students may be expelled for being in possession of a gun or a knife on school premises or at a school-sponsored function.

All lockers available to students are the property of the Quaboag Regional School District. Use of lockers by students is regulated by the school administration and all lockers are subject to inspection by the school administration at any time. Any weapon found in a locker in violation of school policy may be considered to be the property of the student assigned to the locker for purposes of disciplinary action under this code. Students must store books, bags, gym bags, and outerwear in lockers during the school day.

For purposes of this policy, a "weapon" includes, but is not limited to, a gun, a bullet, knife, "airsoft" gun, slingshot, blowgun, blackjack, metallic knuckles, including a ring intended to be worn on more than one finger (fused rings) or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung-fu sticks, or any similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points, or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikiguysari or similar length of chain having weighted ends. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.

This policy will be implemented according to the due process provisions of the Quaboag Regional School District discipline code applicable to general and special education students. Students will acknowledge receipt of the policy by signing a receipt form stating knowledge of the weapons policy from the Quaboag Regional School Committee and have read its contents. This form will be included in each student's first day informational packet and is available at the Quaboag Regional Middle/High School main office. The receipt card/form will be kept on file in the Principal's Office.

CHAPTER 269, S.10 PROHIBITION AGAINST FIREARMS IN SCHOOLS

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "Firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of misdemeanor and punished by a fine of not more than five hundred dollars.

Amended by St. 1987, C.150, S.2; St.1989 C.648

H. ARTICLES PROHIBITED FROM SCHOOL

Problems arise each year because students bring articles to school that are hazardous to the safety of others, interfere in some way with school procedure, and/or create disruptions to school order. Items such as air horns, playing cards, toys, toy guns, water pistols, spray paint, and explosive devices are also prohibited. Hats (either worn or carried) are prohibited from school. Pornographic materials are also prohibited.

I. VIOLENT BEHAVIOR, ASSAULT

Violent behavior is inconsistent with an educational environment. Violence disrupts learning and can result in serious - even fatal - injuries to students, faculty, administrators, and other staff. Consequently, the Quaboag Regional School District will not tolerate violence of any kind, in its schools, on its grounds, or at school-related events. The following conduct is prohibited:

Assault

Assault is intentional physical or verbal conduct by a student directed at another person, which results in unwanted contact with that person, or reasonably places that person in fear of imminent, unwanted physical contact. Examples of assault include striking another person, shoving another person, attempting or pretending to strike another person, brandishing a fist or weapon, or moving close to someone in a threatening manner.

Threats of Violence

Threats of violence include any written or spoken words, pictures, symbols, or anything else that can reasonably be interpreted as expressing an intention to commit a violent act against another person. Any explicit or implicit verbal threat to the safety of a staff member (including his/her possessions) will result in a five-day suspension from school. This matter will also be reported to the police. An expulsion hearing may be held at the discretion of the principal. Any explicit or implicit threat against another student will result in disciplinary action and/or possible legal action.

Possession or Use of Weapons

See the policy on possession or use of weapons in Section I. F. of this handbook.

J. HAZING

Conduct or methods of initiation, even if consented to, into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person is prohibited. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

K. THEFT / STEALING / VANDALISM /Property Damage

Stealing and pilfering are crimes and will be reported to the Police Department. Disposition of such incidents will be handled by the police in conjunction with school officials. Any pupil who willfully damages or destroys school property, the school bus, or the property of others on school grounds shall, through his parents or guardian, be held liable for such damage or destruction. See discipline chart.

L. PREGNANCY

Any student who becomes pregnant will be provided an equal educational opportunity at Quaboag Regional Middle/High School. Pregnant students will be permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy and, after giving birth, will be permitted to return to the same academic and extracurricular programs as before their leave.

The Quaboag Regional School District *does not* require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school. The school's administration and faculty, in collaboration with the student, the student's family, and physician, will work to create a supportive environment in which the student can succeed. The school nurse and the guidance department staff also serve as resources for the student and family. In addition, any student with medical complications arising from pregnancy and documented by her physician will be provided with tutoring.

M. ALCOHOLIC BEVERAGES AND DRUGS

The Quaboag Regional School District will not tolerate the use, possession, distribution, manufacture, or being under the influence of any illegal drug, drug paraphernalia, or alcoholic beverage in school, on school property, or at any school-related activity. This policy also applies to prescription drugs when they are not turned in to the school nurse.

The Quaboag Regional School District encourages students with drug or alcohol problems to seek voluntary assistance. QRMHS will endeavor to provide assistance to students voluntarily seeking drug / alcohol treatment.

Prescription drugs for which the student has a valid prescription must be deposited with the school nurse during school hours and administered by the nurse as necessary. In cases where this is impossible for health reasons, students must present certification to this effect to the school nurse as soon as possible after the drug has been prescribed. In cases where the school nurse may not be available to administer a student's prescription (after-school activities, field trips, etc.),

a parent must be present to dispense the prescription. No over-the-counter drugs are to be carried by the student. If these drugs are necessary, they must be maintained in the school nurse's office.

Any student who, while in school, on school property, or otherwise engaged in or attending a school-related activity, (1) uses or is under the influence of any illegal drug or alcohol, (2) has an illegal drug or alcoholic beverage in his/her possession, or (3) buys, sells, manufactures or distributes an illegal drug or alcoholic beverage or attempts to do so, is subject to discipline, up to and including expulsion and referral for prosecution.

Definitions:

"Drug," "illegal drug," and "controlled substance" shall include, but is not limited to:

- Any substance regulated or controlled pursuant to M.G.L.C. 94C, including but not limited to, cocaine, marijuana, hashish, amphetamines, methamphetamines, and heroin.
- Drug paraphernalia as defined below.
- Any prescription drug obtained, carried, or distributed on school grounds other than through a valid prescription.
- Other substances used to produce euphoria or high, such as glues, paint, aerosols and other office or cleaning products.

"Drug paraphernalia" shall include, but is not limited to:

- Pipes, bongs, roach clips, rolling papers, needles, syringes, spoons or tubes used for sniffing powdered drugs, or baggies, capsules or other devices used for storing drugs; and
- Any other object or substance used for the ingestion, possession, transportation, distribution, or manufacture of illegal drugs.

Investigation

Students can expect the school to conduct a vigorous and thorough investigation when school officials receive reports concerning illegal drugs or alcohol on school premises or at school-related activities. Students are expected to cooperate fully with school officials investigating drug abuse or any other matter outlined in this policy. Failure to cooperate with an investigation may be grounds for discipline.

Students Under the Influence of Alcohol or Drugs

If the school suspects that a student is under the influence of alcohol or drugs, while in school or at a school-related event, the student may be referred to the school nurse, if available, for an evaluation. If necessary for the student's safety, paramedics and/or police will be called to take the student to the hospital for medical evaluation. The student's parents will be notified immediately in the case of such an event.

Disciplinary Consequences for Violation of Alcohol / Drug Policy

School: Students who violate the school's drug policy may be suspended or expelled in accordance with the procedures set forth in this student handbook. In appropriate cases, the school may agree to reduce an expulsion to a suspension, or to reduce the duration of a suspension, where the parent and student agree to cooperate in a treatment and monitoring program.

Police: The Principal, immediately after finding a student in violation of the drug policy, will furnish the police department with a complete report, including, if any, the controlled substances, alcoholic beverages, and other physical evidence obtained for analysis and such criminal action as the police department may determine.

Other Agencies: In appropriate cases, the school may file a CRA (Child Requiring Assistance) with the appropriate court, or report violations of this policy to the DCF (Department of Children and Families).

N. SCHOOL SEARCHES

Please notice: for the safety of our students, employees, and visitors, all activities on school premises are monitored by 24-hour recorded video surveillance.

Desk and Locker Searches

Desks and lockers assigned to (or used by) individual students by the school remain school property and may be inspected or searched by school officials at any time in the performance of their duties. Items found in a student's locker or desk will be treated as though they are in the possession of the student.

Searches of the Person

School administrators may search a student (including pockets, book bags, purses, etc.) upon reasonable suspicion that the student is in possession of illegal drugs or any other contraband. Reasonable suspicion can be gained by observation of the student's behavior, information from reliable sources, or other facts leading the school to believe that drugs or contraband will be found in the place to be searched. Students returning from suspension for drug or violence-related offenses should expect to be searched prior to being readmitted to school.

Searches of Cars on School Property

Upon receiving a parking permit at QRMHS, students agree to allow the administration to search cars if there is suspicion of drugs, alcohol, weapons, or any other contraband.

II. ACADEMIC ISSUES

A. ACADEMIC DISHONESTY, CHEATING, AND PLAGIARISM

Academic dishonesty (cheating and plagiarism) will not be tolerated. **Cheating** includes (but is not limited to):

- the use of unauthorized papers or copying from another student's paper during a quiz, test, exam, or other assignment, regardless of the subject / content
- unauthorized access to old quizzes, tests, or exams
- unauthorized access to a quiz, test, or exam given to another section of the class
- unauthorized access to a quiz, test, or exam you must make up due to an absence
- copying or turning in a photocopy of another student's homework
- paying someone else to complete an assignment of any kind (i.e. term paper, project, etc.)
- buying an assignment of any kind (i.e. term paper, project, etc.)
- using inappropriate technology to assist in the completion of an assignment (online translators, etc.)
- text messaging during exams, tests, quizzes, etc.

Plagiarism includes copying any sentence or sentences verbatim from the reference source without using quotation marks and without providing a complete reference (author, date, source of material, volume, pages, etc.) or passing off someone else's work as your own (i.e. printing an article from an online resource and turning it in as your own). Even when paraphrasing, a complete reference must be provided to the paraphrased sentences. If two assignments show enough similarity such that the instructor has reasonable cause to believe cheating or plagiarism has occurred, both will be penalized.

The academic dishonesty policy also applies to extra credit assignments. Penalties for academic dishonesty:

- Loss of credit for the quiz, test, exam, or other assignment
- Notification of the student's parents
- Referral to the administration for further action if necessary
- Loss of academic honors and awards, if applicable
- Loss of National Honor Society eligibility, if applicable

B. GUIDANCE

Guidance is a vital part of the Quaboag Regional Middle/High School educational process that first helps individual students discover their needs and abilities and then assists them in designing a specific plan of action to help them realize their full potential.

Individual counseling is available to all students to assist them in program planning, problem solving, and school adjustment. While our guidance department shares responsibility for all students at Quaboag, students are assigned to a specific counselor based on their grade and the first letter of their last name. Mrs. Erica Griffin is the guidance counselor for all students in grades 7 and 8. Students in grades 9-12 whose last name begins with the letters A through J are assigned to Mr. Eric Urban. Students in grades 9-12 with last names beginning with the letters K – Z are assigned to Mrs. Erin Baffuto.

Students are urged to plan their educational careers and futures carefully and to consult with their parents, guidance counselor, and teachers. Parent conferences are encouraged to insure a coordinated effort by the school and home. Thoughtfully planned college admissions and job placements, both handled as a normal part of the guidance service, are the result of these combined efforts of students, parents, counselors, and teachers. Parents and students are urged to make an appointment through the guidance secretary, Mrs. Lorna Fairbrother, by calling 413-436-5508 if they would like to make an appointment with a guidance counselor.

All students will meet with their counselor during their years at Quaboag Regional Middle/High School so they can be assisted in the areas of making good educational choices, career planning, social and personal growth, and crisis intervention.

The goals of the Guidance Department are:

- To help students appraise their capabilities, achievements, and interests;
- To develop guidance services to meet the needs of all students;
- To provide support for parents in developing the understanding and skills necessary to help their children with educational and career choices;
- To help students, parents, administrators, and teachers deal with problems within the school that may limit the student's ability to take advantage of the school's educational opportunities;
- To assist students in strengthening their self-awareness and understanding and in seeking services they need;
- To help students identify personal challenges and, if necessary, suggest the use of in-school and/or community agencies;
- To work cooperatively with teachers, administrators, parents, and other school personnel and to act as a liaison with non-school community agencies and organizations;
- To provide students and parents with information useful in immediate and long-term planning.

The Guidance Department also provides financial aid information for students interested in pursuing post-secondary education.

C. COMPUTER AND INTERNET SAFETY AND ACCEPTABLE USE POLICY

School Committee Policy, File: IJNDB

Introduction

The purpose of the Quaboag Regional School District's Internet Safety & Acceptable Use Policy is to provide guidelines for using computer technology while complying with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act. Throughout the course of this document, both of the protection acts will be referred to jointly as CIPA. The Internet Safety & Acceptable Use Policy will be referred to as the AUP.

The Quaboag Regional School District offers access to computer technologies, the Internet, an electronic communications to students, employees, and patrons, provided that these resources are used in a responsible, legal and ethical manner to enhance educational learning.

The term "user" includes - but is not limited to – students, teachers, staff members, administrators, and members of the community who use the district's computer resources.

It is the policy of the Quaboag Regional School District to: (a) take reasonable measures to prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) take reasonable measures to prevent unauthorized access and other unlawful online activity; (c) take reasonable measures to prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

Computer Technologies and Internet Access

Access to computer technology resources and the internet are privileges, not rights offered to users at the discretion of the school and district administrators. Only authorized users may log on using the district's computer technologies and/or Internet access connections.

Any technology connection physically on district premises, remote connections (RAS, VPN, etc.) or wireless technologies which utilize district resources and /or an internet connection are subject to the policies stated within this AUP and CIPA.

A. Educational Purpose

- Computer technology resources and internet access have been implemented for the purpose of educational enhancement. The term "educational enhancement" includes support of classroom activities, assignments, curriculum development, and career development, as determined by the classroom teacher or administration.
- The computer technology resources and internet access have not been established as a public access service or a public forum. The districts wireless access points do allow for public access to the internet during select times. Students are allowed on the internet through wireless once a day during lunch periods. Public access to the internet over wireless is afforded in select areas for transients and public officials on official business.
- The internet may not be used for non-authorized commercial purposes' therefore, no- authorized products or services must not be offered, provided, or purchased through the internet.
- Computer technology and/or the internet may not be used for political lobbying. However, resources to communicate with elected representatives and to express opinions on political issues may be utilized.

- Computer technology and/or the internet may not be used for any unlawful or criminal activities, including violation of any criminal or civil laws or regulations.

B. Access to Inappropriate Material

1. Technology Protection Measures

- To the extent practical, technology protection measures shall be used to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act (CIPA), blocking shall be applied to:

Visual depictions of material deemed obscene as the term is defined in section 1460 of title 18, US Code

Child pornography, as the term is defined in section 2256 of title 18, US Code

Material deemed “harmful to minors”

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts (refer to section 2246 of title 18 US Code), or a lewd exhibition of the genitals; and

Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- In addition to blocking of materials that are “harmful to minors” as described above and within CIPA, the district will enable blocking protection measures for additional web sites and materials that are not within the district’s educational curriculum. Blocking protection shall be applied to materials that are illegal, promote violence, profanity, intolerance, or violates district/school policies. This may include any site that does not contribute to educational pursuits.
- Blocking of additional websites will be maintained by the Technology Coordinator.
- The technology protections measures may be temporarily bypassed when requested by staff only for bona fide research or other lawful purposes. Allowing bypass of web filter blocks will be afforded to all adults using the district network to access the internet. According to CIPA, the definition of a minor is “an individual who has not attained the age of 17” (definitions section, (D) CIPA). The district deems any student, regardless of age as a minor, and is therefore subject to the CIPA requirement to block access to offensive material. Only the district technology administrators will have the authority to disable filters for adult bona fide research.
- Further protections to filter adult content on all major search engines will be enacted through the use of the Safe Search enable and lock feature on all outgoing HTTP requests and will be handled by the resident Firewall hardware device. This measure cannot be bypassed selectively and affects all users on the network.
- Inadvertently blocked web sites that conform to the policies stated in this AUP and CIPA may be unblocked by the technology administrators after a thorough review by school and district administration for educationally suitable, age appropriate content.

2. User Policies Concerning Access to Inappropriate Material

- Computer technologies and/or the internet may not be used to access material that is profane, obscene, pornographic, advocates illegal acts, advocates violence or discrimination towards other people.
- If a user mistakenly accesses inappropriate information, he/she should immediately notify the technology administrators and

appropriate faculty members in order to be protected against a claim of intentional policy violation.

- Parent(s) or guardian(s) of students should provide guidance and instruction to their children regarding material that would be considered inappropriate and inconsistent with family, religious or ethical values. Any web site or e-mail message that is inappropriate or inconsistent with these values should be promptly disclosed to faculty or school administration.

C. Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Quaboag Regional School District's computer technologies and internet access when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

1. Personal Safety, Security and Privacy

- Users will not disclose, use and disseminate personal identification information regarding minors. Personal identification information includes: address, telephone, {photograph, and school records.}
- Users will not post personal information about another person. This includes physical or sexual harassment or cyber-bullying.
- Users will not agree to meet with someone via the Internet.
- Users will promptly disclose to faculty or school administration any web site or e-mail message that is inappropriate or makes them feel uncomfortable.
- Passwords are not transferable. A user account is limited to use by the person to whom it is issued. Use of another person's account or providing unauthorized access to one's account constitutes grounds for termination or restriction of access privileges. Users should take precautions to keep their passwords confidential.
- E-mail & Electronic Communications when using E-mail, chat rooms or other forms of electronic communication; users should be aware that their messages are the property of the Quaboag Regional School District. All messages are archived. They may also be copied, printed or forwarded by recipients. E-mail users should use professionalism and maturity in composing or distributing messages. Under Massachusetts law, all electronic messages received or sent by school employees are considered public records and are subject to the requirements of the Public Records Law. M.G.L Chapter 66. The technology administrators will assign E-mail accounts to employees at the request of school administration. Student E-mail accounts will be allowed only if an account is needed to perform communications for a currently enrolled course. Faculty members offering courses that require student E-mail addresses must provide the technology administrators with a formal request for an account. Students must request consent from faculty before each usage of E-mail, chat rooms, blogs, instant messengers, or other forms of electronic communications. Students are not to use electronic communications unsupervised. Any user who observes another user abusing, inappropriately using, or failing to follow any of these guidelines shall report this to a teacher or an administrator.

2. Use of Personal Computer Technology

- Students may not use any personal accounts to communicate on the Internet unless the accounts have been assigned by district faculty or the technology administrators.
- Students may only use district approved computer resources to access the district's network or internet connection(s) during unapproved times. Approval times will be determined by the Technology Coordinator.
- Employees, students, and visitors who wish to use personal equipment or accounts to communicate through the

district's internet access must also comply with the policies stated within this AUP, CIPA and other network security policies established by the district technology administrators. This includes – but is not limited to - cell phones, personal music devices, handheld computing devices, laptops, tablets, and other evolving technologies.

- The use of any recording devices to record or broadcast the activities of any person on school property without the express knowledge and consent of the subject is strictly prohibited. This prohibition does not apply to performances, sporting events, and other publicly attended events.
- **Illegal Activities**

Hacking- Users will not attempt to gain unauthorized access or go beyond their authorized access when connecting to technology resources available in the Quaboag Regional School District or to any other computer system through the use of the internet so called “hacking”.

Eavesdropping/Wiretapping “sniffing”- Users will not listen to or decrypt any electronic communication that is not meant for their attention.

Spoofing- Users will not attempt to use the computer technologies to illicitly impersonate or assume the name of another computer system.

Viruses- Users will not make deliberate attempts to disrupt the computer system or destroy data by uploading, downloading, or spreading computer viruses by any other means. The district has implemented virus protection software and virus protection procedures must be followed in order to prevent the inadvertent spread of computer viruses.

Port Scanning- Users will not generate an attack on any host for the purpose of finding vulnerabilities in active ports.

Denial of Service (DOS)- Users will not generate an attack by monopolizing system resources so that other users cannot gain access to technology resources and the internet.

Other Illegal/Non-authorized Activities- Users will not use the district's computer resources to engage in any other illegal/non-authorized acts such as – but not limited to – arranging for a drug sale or the purchase of alcohol, entering into criminal gang activity, threatening the safety of a person, and gambling.

- **System Security**

Users must immediately notify a technology or school administrator if they have identified a possible security problem. USERS MUST NOT intentionally search for a security flaw because this activity may be construed as “hacking” or an illegal attempt to gain access and exploit the system.

- **Remote Access**

VPN, RAS, RDP or any other remote access means is restricted to Quaboag Regional School District authorized employees only.

D. Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- Users must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users must not post information that could cause damage or a disruption.
- Users must not engage in personal attacks, including prejudicial or discriminatory attacks.

- Users must not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop sending him/her messages, the user must stop!
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

E. Supervision and Monitoring

- It shall be the responsibility of all members of Quaboag Regional School District to supervise and monitor usage by a minor of district computer technologies and the access to the internet through district resources in accordance with this policy and CIPA.
- In addition to supervising and monitoring usage of a minor, the district will continue to monitor district computer and internet usage of students until the student is no longer enrolled in the district.
- The technology administrators may install and enable devices for the purpose of routinely monitoring network resources and activities.

F. Data and System Resource Limitations

- Users must not change, copy, delete, read or otherwise access data or software programs without the permission of the owner or the technology administrators.
- Users must not download or save files that will consume large amounts of data resources.
- Users must not post chain letters or engage in “spamming”. Spamming is sending or replying to irrelevant or inappropriate messages to a large number of people which may lead to the disruption of services.
- Users must not modify or change computer settings which may affect the functionality or navigation software when accessed by other users.
- Users must not install software on any computer system without permission of the technology administrators. Software installations must conform to the said vendor’s copyright agreement. Software licensing agreements must be provided to the technology administrators.
- Users may not neither install nor have access to any unauthorized executable files.
- Users must not vandalize or intentionally damage any computer technology.
- Users must not remove computer technologies without the consent of the technology coordinator and school or district administration. This includes hardware, software, and data.

G. Plagiarism and Copyright Infringement

- The user must not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as your own.
- The user must respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. For example, copyrights may apply to software, documentation, music, video, and graphics. If a work contains language that specifies appropriate use of that work, the user must follow established guidelines for recognition from the original source cited in the proper format.

H. User Rights

- Free Speech: A user’s right to free speech applies to his/her internet communications. Use of technology resources and the Internet from the Quaboag Regional School District is considered a limited forum, similar to any school publication, and therefore the district may restrict a user’s free speech for valid educational purposes.

I. Internet Violations

- The Quaboag Regional School District is aware that policy violations may occur when a user is involuntarily routed to sites that contain inappropriate material. Therefore, disciplinary action shall only result when the policy is willfully and intentionally violated. The Quaboag Regional School District reserves the right to discipline any user for violations of this policy when it is apparent that the user knew, or should have known, that a policy violation was likely to occur as a result of the actions or inactions of the user in question.

J. Privacy, Search and Seizure

- The district retains ownership and control of its technology resources. Accordingly, all users possess no rights to privacy in regard to their use of district technology resources, including- but not limited to – district computers, tablets, the computer network, e-mail, the district website, and internet access. The district does not guarantee - and users should not expect – confidentiality, privacy, security, or ownership of the content of any information accessed, sent, received, created or stored, using technology resources, with the exception of databases storing confidential information. All users should be aware that electronic communications and other information sent via the internet are accessible by third parties.
- An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

K. Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district's technology resources and the internet.
- In the event there is a claim that a user has violated this policy and/or the disciplinary code in using the technology resources and/or internet, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- If the violation also involves other violations of the disciplinary code, it will be handled in a manner described in the student or faculty handbooks. Additional restrictions may be placed on a user's use of the technology resources and/or internet, which may include cancellation of privileges.
- Disciplinary Action: Student violation of this policy and/or other Quaboag Regional School District policies shall result in one or more of the following consequences:
 - a. Restriction, suspension or revocation of access privileges;
 - b. Removal from a class activity;
 - c. Removal from a course;
 - d. Removal from an extracurricular activity;
 - e. Detention, suspension or expulsion;
 - f. Referral to the appropriate legal authorities for possible criminal prosecution;
 - g. Civil liability
- Staff violations of this policy shall be addressed by the district administration.

L. Limitation of Liability: The district makes no guarantee that the functions or the services provided by or through the computer technology resources and/or internet will be error-free or without defect. The district will not be responsible for any damage a user may suffer - including but not limited to - loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be

responsible for the financial obligations arising through the unauthorized use of the system.

M. Signed Agreement: All employees and students must return a signed agreement page. Students must return the signed agreement page to their homeroom teacher within three days of the school year's start date or time of enrollment. NO EXCEPTIONS WILL BE MADE TO PROVIDE TEMPORARY ACCOUNTS TO ACCESS THE COMPUTER SYSTEMS!

D. HONOR ROLL

Students obtaining a grade point average of 4.0 or better on their report card will receive *First Honors* recognition. Students receiving a grade point average between 3.50 and 3.99 will receive *Second Honors* recognition. Students receiving a grade point average between 3.00 – 3.49 will receive *Third Honors* recognition. In order to receive honors recognition, a student must be taking at least six credits and must not have a grade below “C” in any subject. Only classes taken having an assigned quality point value will count towards the honor roll.

E. ACADEMIC ELIGIBILITY

Students must maintain certain baseline academic criteria in order to gain and/or maintain membership in a variety of extra-curricular activities, clubs, and organizations. Please review the information provided under “National Honor Society”, “School Sponsored Activities”, and “MIAA Governance” for specific requirements.

F. GRADUATION REQUIREMENTS

Students are required to accumulate a minimum of twenty-four credits towards graduation. A course meeting every day for the full school year is worth one (1.0) credit. Semester-long courses are worth one-half (0.5) of a credit.

Course requirements needed for graduation:

English – 4 credits

Math – 4 credits

History – 3 credits

Science – 3 credits

Business / Technology – 0.5 credit

Physical Education/Health/Project Adventure/Health – 1.5 credits (.5 credit each)

Electives – Minimum of 5 credits

Visual, Musical, and Dramatic Arts --1 credit

World Language – 2 credits of the same world language (*MassCore req't live starting with the class of 2022*)

In order to be eligible for Valedictorian / Salutatorian status, students must have completed at least three semesters of full-time academic work at Quaboag Regional High School including the second semester of their junior year and both semesters of their senior year.

G. PARTICIPATION IN GRADUATION CEREMONIES

The Superintendent must certify that all students who are to receive diplomas have met the specified graduation requirements of the Quaboag Regional School District. No student may participate in graduation that has not met this requirement. Current and former school committee members as well as current teaching and non-teaching employees of

the district are given the option of presenting diplomas to their children or grandchildren at the graduation ceremony. All financial obligations (e.g., AP exam fees, athletic user fees, uniforms, texts, library materials) must be satisfied in order to participate in commencement exercises. Diplomas will be printed with students’ full, legal names.

H. PROMOTION REQUIREMENTS

The following are the requirements for progression to “full academic standing” in the next grade:

- to grade eight may not fail more than two (2) full-year courses.
- to grade nine may not fail more than two (2) full-year courses.
- to grade ten six (6) credits.
- to grade eleven twelve (12) credits.
- to grade twelve eighteen (18) credits.

I. EARLY GRADUATION

A Quaboag student may complete his/her requirements for graduation in less than the traditional four years. Students who elect to take extra courses in their sophomore and junior years and summer school may be able to complete all graduation requirements by the end of their junior year or the first semester of their senior year. In order to qualify for early graduation, a student must meet all course and credit requirements for graduation as stated in the “Graduation Requirements” section. Any Early Graduation Plan must be approved by the student’s parents, guidance counselor, and the high school principal no later than September 30th of the student’s sophomore year in order to qualify for early graduation. Students should consult their guidance counselor early in their high school career for specific information about early graduation.

J. COURSE LOADS

Each student must take a minimum of six (6) major courses. Seniors may carry five (5) major subjects by having a vocationally or educationally valid alternative approved by the principal. A senior who wishes to do this must develop a plan with their guidance counselor and present it to the principal at least one full semester before it is to begin. The principal will make the final determination concerning the proposed plan.

K. REPORT CARDS AND MARKING SYMBOLS

Report cards will be issued to students four times each year at approximately ten week intervals (November, January, April, and June). Final report cards will be mailed home in late June or early July. Student’s daily school attendance and total credits earned will be printed on report cards. Juniors will receive QPA and Rank-In-Class information at the end of their school year.

Students will be graded on a numerical score of 0 to 100. The following are the symbols to be used in marking report cards and their interpretations:

- 97-100 A+ High honor work
- 93-96 A
- 90-92 A-

87-89	B+	Honor work, above the average
83-86	B	
80-82	B-	
77-79	C+	Work expected of an average pupil and satisfactory for some college admission.
73-76	C	
70-72	C-	
67-69	D+	Below average work, unsatisfactory for most pupils, barely passing
63-66	D	
60-64	D-	
0-59	F	Failure / No credit
I		Incomplete *
W		Withdrawn
WP		Withdrawn passing **
WF		Withdrawn failing
M		Excused from PE for medical reasons
P		Passing

At the end of the marking period, excused incomplete work must be made up within ten (10) school days or a failing grade is recorded. When extenuating circumstances exist, the principal may approve an extension after consulting with the involved student, faculty member, and guidance counselor.

*If a student drops a course after attending fewer than ten days into the course, no grade is given.

**If a student drops a course after attending ten or more days into the course a WP or WF is given and also a final grade of WP or WF.

L. CLASS RANK / WEIGHTED GRADE POINT AVERAGE

Courses will be weighted in the following manner in determining class rank:

Level 1: Electives, Dual Enrollment, Early College High School, and College Preparatory Program = 1.00

Level 2: Honors Program = 1.0 + 0.5 grade point

Level 3: Advanced Placement = 1.0 + 1 grade point (AP students must take the AP exam to receive weighted GPA)

In order to be eligible for Valedictorian / Salutatorian status, students must have completed at least three semesters of full-time academic work at Quaboag Regional High School including the second semester of their junior year and both semesters of their senior year.

M. MCAS

In addition to the graduation requirements established by the Quaboag Regional School Committee, as listed above, all students must pass the MCAS competency determination (or what is determined by the Commonwealth of Massachusetts) to obtain a Quaboag Regional Middle/High School Diploma.

N. CHANGING CLASSES

Because faculty assignments are based on course requests, changing classes after schedules are requested will be limited except in the case of significant extenuating circumstances or if it is absolutely necessary for proper credit. Class grade at the time of drop will be included in the student's GPA. See the QRMHS Program of Studies for more information.

O. QUABOAG EARLY INTERVENTION TEAM (EIT).

The Quaboag Early Intervention Team is designed to assist students who are in crisis, in school or in the community. A crisis can result in academic failure, excessive absenteeism, alcohol and other drug abuse, depression, suicide attempts or other harmful activities. The team is made up of teachers, guidance counselors, the school nurse, the administration, and other health professionals. All contact and discussion is confidential and involvement in the program is voluntary. If you have a problem, contact the EIT team through any of the following people for immediate help and support. WE CARE ABOUT YOU!

P. SUMMER SCHOOL

Students may take up to two courses at an approved summer school, if such work is to remove a deficiency for work failed. The summer school grade and the student's final grade from QRMHS will be averaged together and must be a 60 to receive credit.

In order to receive credit for any course failed, the course must be made up in the summer immediately following the failure. It is recommended that any student failing a course required for graduation make it up in summer school immediately following the course, as scheduling them into the following school year can be difficult and may cause a student to not graduate on time.

NOTE: No credit will be given for work undertaken to improve a grade already considered passing. The course and grade will be recorded on the student's transcript.

Other requirements may be established by the school administration in relation to a particular program, otherwise the additional credits needed for graduation may be selected from elective courses.

Q. MIDTERM AND FINAL EXAMS

All students in grades 7-12* enrolled in a year-long course will take a midterm exam *during the scheduled exam period* at the conclusion of semester one, barring absence from school due to illness or other documented and excused reason or otherwise arranged with the administration. All students in grades 7-12* will take a final exam *during the scheduled exam period*, or complete a culminating activity in all courses. *No exemptions from midterm exams are permitted, and only seniors may be exempt from final exams at the teacher's discretion.

R. ADVANCED PLACEMENT (AP) PROGRAM

The Advanced Placement Program, provided by the College Board, affords students the opportunity to study college-level courses. Through this program, students may earn credit, advanced placement, or both for college.

What Are The Benefits of AP?

AP students learn a subject in depth, develop analytical reasoning skills, and form disciplined study habits at a far greater level than a standard or honors-level course. AP course participation attracts the attention of more selective colleges and the course experience and the exam grade are considered indicators of future success at the collegiate level. In addition, students enrolled in AP courses receive a weighted grade of +1.0 on their G.P.A. AP students must take the AP exam in order to receive additional weight on their GPA.

Satisfactory grades on the AP exams may waive the need to take related college introductory courses, thus allowing the student to broaden his/her college experience by exploring additional subjects of interest, participating in internships, and studying abroad.

AP students save money by having college subjects waived, and some students may even be granted sophomore standing if they earn satisfactory grades on enough AP exams to satisfy the freshman requirements of the college. AP students are eligible for AP Scholar Awards.

Who Should Take AP Courses?

Students who love challenges and want to master college-level work should consider taking AP level courses. Advanced Placement students must be motivated to greatly improve the quality and depth of their schoolwork and be willing to deal with the significant difficulty and stress that can arise when facing a challenge. Students are strongly encouraged to take Honors Level courses whenever possible to prepare themselves for the rigorous demands of an Advanced Placement class.

What Can Parents Do?

Explain to your potential AP student that once he/she has accepted the challenge, he/she must commit to that challenge. In other words, if things get tough, the student gets tougher. Do not expect the AP teacher to lighten the load if the student complains of feeling overwhelmed or over-burdened. Instead, seek advice from the AP teacher or other school personnel in finding ways to help the student through the struggle. It is this very struggle that separates the successful AP student from the rest of the school population.

What Is The Cost?

Students are responsible for AP exam fees, which were \$93.00 per exam during the '16' - '17 school year. Keep in mind that while an investment, success on an AP exam may result in substantial savings in terms of college courses that are waived.

Advanced Placement exams are graded on a scale of 1 to 5.

5=Extremely Well Qualified 4=Well Qualified 3=Qualified 2=Possibly Qualified 1=No recommendation

Colleges set their own standards in terms of waiving courses and awarding college credits. It is important to note that some colleges choose not to award college credit *regardless* of the student's score on the AP exam.

S. NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a nationwide association sponsored by the National Association of Secondary School Principals (NASSP). It is dedicated to promoting academic excellence and fostering qualities of character, leadership, and service. Membership is an honor bestowed upon a student. Selection for membership is made by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Candidates for membership shall be a member of the junior or senior class and shall have been enrolled for no less than one semester in Quaboag Regional Middle/High School unless a transfer is made from another chapter. Selection shall be made once each year and the induction of new members shall take place each fall. The selection process determined by the faculty council is consistent with the rules and regulations of the National Honor Society. The National Council shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Junior candidates eligible for membership must have a grade point average of 3.33 for four consecutive semesters (grades 9 and 10). Senior candidates eligible for membership must have a grade point average of 3.33 for six consecutive semesters (grades 9, 10, and 11). Once inducted, members must maintain a 3.33 grade point average or risk probationary status and possibly suspension or dismissal.

Both candidates and current members must have a record free from serious disciplinary action (suspensions, withdrawals, loss of credit due to excessive absences, removal from athletic teams for misconduct).

Candidates and current members are strongly encouraged to demonstrate leadership and service through active membership in extra-curricular activities in school and service activities outside of school.

Once inducted, members must perform community / school service at a minimum of fifteen hours each year (ten hours within school, five hours outside of school). A journal logging these activities will be reviewed by the NHS advisor monthly.

Failure of NHS members to maintain the above standards will result in a review by the NHS advisory committee for possible disciplinary action to include additional community service, probation, suspension, and dismissal. Please note: once dismissed from the National Honor Society, a student may not rejoin.

T. QRMHS STUDENT ADVISORY COUNCIL

The Student Advisory Council started by the Massachusetts Department of Education in 1972 to encourage greater student involvement in creating and revising public school policy, involves the following:

- Promoting communication between the school committee and the student body.
- Informing the school committee about the student body's attitudes, interests, and concerns.
- Advising the school committee as part of its decision making process.
- Informing the student body about the school committee's functions and work.
- Serving as representatives of the entire student body.

The following resources provide helpful information about student advisory councils:

Holly Alperin and Eileen Robinson, Advisors

Central MA Regional SAC

Massachusetts Department of Education

350 Main Street Phone

781-338-6320

Malden MA 02148-5138

Email: halperin@doe.mass.edu or erobinson@doe.mass.edu

American Civil Liberties Union: www.aclu-mass.org/youth/studentrights/stetrgtssmass.html

Center for Law and Education: www.cleweb.org

Office of MA Attorney General.

MA Trial Court Law Libraries: www.lawlib.state.ma.us

Student Press Law Center: www.splc.org

www.studentactivism.org

www.stopthehate.org

www.co-star.net www.ago.state.ma.us

Once a student has accessed these resources, he/she is strongly encouraged to assess his or her situation. Students may take action by means of many committees in the school and the state of Massachusetts that support student rights and issues. If a particular type of committee is not available in the school, students are encouraged to investigate related venues, seeking to make them part of the school's extracurricular activities.

Massachusetts State Student Advisory Council: www.doe.mass.edu/stucouncil/sachome.html

U. HOMEWORK POLICY

Homework is an integral part of education for many reasons. It develops self-discipline, reinforces good study habits, and provides students opportunities to practice the material being taught. The amount of homework assigned will be determined and clearly communicated by each teacher, depending on the requirements and level of each course.

The amount of homework assigned is at the discretion of the teacher, and may vary significantly from night to night depending on the course and the type of assignment. Parents and students should review course syllabi and meet with teachers to gain a better perspective on the amount of time that should be devoted to homework. In addition to written assignments, reading, studying and reviewing are expected nightly and are considered as homework.

The student is responsible for determining assignments missed due to absenteeism and for making arrangements to complete this work. He/she will have the number of *excused days* plus one to complete class work or tests/quizzes missed *during* an absence. If a student is returning from an out-of-school suspension, he/she has only the number of days of the suspension to make up any missed schoolwork/tests.

Homework after Extended Illness

In the event a student is absent due to illness for an extended period of time (three or more days), a parent may call the guidance department to arrange for homework assignments. Please call the guidance office prior to 10 A.M.

V. SEVENTH AND EIGHTH GRADE PROMOTION REQUIREMENTS

In order to advance to the next grade, seventh and eighth grade students may fail no more than two year-long classes and may not fail English or Math. **If a student fails English or Math, then the student must attend summer school for these classes to be promoted.** If a student has a final grade of an F in two or more year-long classes other than math and English, he or she must make up the course(s) in summer school in order to be promoted to either grades 8 or 9.

(For example, if a student fails three courses, he or she would make up one course in summer school; if a student fails four major courses, he or she would make up two, etc.) However, in order for the student to be eligible to make up the course in summer school, he or she must have a minimum final average of 50 in that course.

The average of the summer school grade, together with the student's final grade for the year, must equal the minimum passing grade of 60 in order for the student to receive a passing grade for the class. All summer school expenses and transportation are the responsibility of the student's parent(s)/guardian(s). Seventh and eighth grade summer school classes are not held at Quaboag Regional Middle/High School.

Parent(s)/guardian(s) must forward summer school grades to the Quaboag Regional Middle/High School guidance department upon completion of the course.

Students who fail more than two courses and choose not to attend summer school will repeat their grade. Also, students who fail more than two subjects and attend summer school, but fail to receive a passing grade after summer school grades are averaged with final grades, will repeat their grade.

Specific summer school information, including the names and locations of summer school programs, is available in the guidance office by the end of the school year.

W. ALTERNATIVE EDUCATION PROGRAM

Purpose and Guidelines

Quaboag Regional Middle/High School's Alternative Education Program's intent is to meet the individual student's academic, social, emotional, and behavioral needs while maintaining the district's graduation requirements and any other standards established by the school committee in conjunction with all state and federal statutes and laws. The Alternative Education Program serves students in grades 7-12 who demonstrate moderate to significant behavioral, motivational, and/or social issues.

All students enrolled in the Alternative Education Program are expected to adhere to all school rules and standards as described in the Quaboag Regional Student Handbook. As such, disciplinary policies and procedures are the same for all Alternative Education Program students that attend Quaboag Regional Middle/High School.

All students enrolled in the Alternative Education Program are required to abide by MCAS requirements for graduation. Quaboag Regional Middle/High School's Alternative Education Program's intent is to address and serve the identified needs of the following categories of students:

- A) Students currently and/or found to be eligible for special education services with diagnoses of either emotional impairments, health impairments (such as ADD/ADHD), neurological and/or other disabilities that negatively impact their behavior, motivation, and or social skills/relationships;
- B) Students currently on 504 plans (with qualified disabilities that also negatively impact the previously identified areas);
or
- C) Regular education students who illustrate moderate to significant behavioral, motivational, and/or social maladjustment issues.

In all student categories, the degree of issues illustrated must at least moderately negatively impair their own academic progress and /or the academic progress of others. Students will not be considered for placement into the Alternative Education Program unless documented evidence exists of previous attempts to address students' issues AND said attempts were found appropriate but unsuccessful.

The curriculum of the Alternative Education Program is aligned with the state curriculum frameworks. Every attempt will be made to educate each student in the least restrictive environment while maintaining high educational standards.

The academic focus of the Alternative Education Program is to prepare each student to transition into mainstreamed classroom settings when appropriate. Special education students will continue to receive any accommodations and/or other specialized instructions documented in their educational plans.

- Consistent and regular monitoring of student progress by program personnel is imperative to assist students in making effective academic and behavioral progress and to modify programmatic approaches as necessary

Parental Involvement

Quaboag Regional Middle/High School considers parental/guardian involvement essential to each student's success. Parents/guardians are important members of their student's Alternative Education Program and are expected to work closely with program teachers and related personnel. Each student's performance (both academic and behavioral) will be evaluated and communicated to parents, either through the Alternative Education Program's progress reports or directly through meetings or other communications. Parents are expected and encouraged to review this information and provide program teachers and personnel with any relevant information that might assist their student's progress.

X. SCHOOL COUNCIL

Members of the School Council shall be subject to the provisions of sections twenty-three B and twenty-three C of Chapter thirty-nine.

The School Council shall meet regularly with the Principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of a school improvement plan, as provided below.

The Principal of each school, in consultation with the School Council, established pursuant to this section, shall adopt educational goals for the schools consistent with the goals and standards including the student performance standards, adopted by the board pursuant to Section One D of Chapter 69, and consistent with any educational policies established for the district, shall assess the needs of the school in light of those goals, and shall formulate a school improvement plan to advance such goals, to address such needs and to improve student performance. The plan shall include an assessment of the impact of class size on student performance, shall consider student-to-teacher ratios and other factors - such as the support of adult resources, and may include a scheduled plan for reducing class size. The plan shall address professional development of the school's professional staff, the allocation of any professional development funds in the annual school budget, the enhancement of parental involvement in the life of the school, safety and discipline, the establishment of a welcoming school environment characterized by tolerance and respect for all groups, extracurricular activities, the development of means for meeting the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs, within the regular educational programs at the school, and such further subjects as the Principal, in consultation with the School Council, shall consider appropriate. In school districts with language minority student populations, the professional development plan under this section shall specify how the plan will address the need for training and skills in second language acquisition and in working with culturally and linguistically diverse student populations. Each school improvement plan shall be submitted to the School Committee within thirty days of said School Committee receiving said school improvement plan, the plan shall be deemed to have been approved.

Nothing contained in this section shall prevent the School Committee from granting a School Council additional authority in the area of educational policy; provided, however, that School Councils shall have no authority over matters which are subject to Chapter 150E of the General Laws. Added by St. 1993, c. 71, s.53.

Y. CLASS OFFICERS

The Student Government is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The position of class officer is open to any student who is elected and who exemplifies Quaboag's core values. The Council tries to promote leadership, initiative, and self-control among its members. Representatives from each class (grades 7-12) will be elected in the month of September, and each student running will have an opportunity to address the class before the election. Speeches must be preapproved for appropriateness by the faculty advisor. Representatives are expected to work hard to support the class and other class officers, and have a thorough understanding of the expectations and requirements of their role as listed in the chart below. Along with fulfilling the responsibilities associated with their roles, all class officers must attend 75% of meetings to be eligible to run the next year. The actions of class officers while campaigning and in office cannot violate any of Quaboag's core values. If an officer's behavior violates these values, they will be asked to step down. If they wish, students will be given the opportunity to appeal their case before a student and faculty led panel.

Class Officer Roles:

Role	Responsibilities
President	<p>All Years</p> <ul style="list-style-type: none"> • Plan meetings with the advisor • Set the schedule for fundraisers generate ideas and actively participate in fundraisers communicate with other class officers. <p>Sophomore:</p> <ul style="list-style-type: none"> • Leading role in planning prom <p>Junior:</p> <ul style="list-style-type: none"> • Leading role in planning and executing prom • Planning and executing the senior cookout • Breaking down chairs at graduation <p>Senior:</p> <ul style="list-style-type: none"> • Plan class trip • Plan and purchase with class funds the class gift • Plan and execute the senior dinner dance and graduation. • Give a speech at graduation.
Vice President	All Years: Assist presidents in all of the above activities.
Secretary	Take minutes at meetings and post minutes in a public place within one in one week of the meeting date.
Treasurer	Keep track of class accounts and help to generate fundraising ideas and carries out fundraisers.

Student Council	Advisory	<p>All Years:</p> <ul style="list-style-type: none"> • Appear at monthly meetings with other grades' advisory council members. • Build and maintain the class social media page. <p>Senior Year:</p> <ul style="list-style-type: none"> • Prepare and give monthly updates to the school committee.
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Z. SENIOR PRIVILEGES

Seniors who have met the published criteria are eligible for senior privileges. At the conclusion of each term, a senior privilege list will be made available to faculty and staff. Senior privileges may be revoked if at any time it is determined that a senior is in violation of published criteria.

III. ADMINISTRATION

A. MEDICATION POLICY

Policies have been put into place to ensure the health and safety of children needing medication during the school day. The Massachusetts Department of Health requires that the following information must be on file in the child's school health record before any medication is given at school.

Signed Medication Order-

A *Permission Form for Prescribed Medications* must be completed by the child's licensed health care provider.

Signed Consent by the Parent/Guardian

Found on the *Permission Form for Prescribed Medications* and on the *School Registration Form*.

The parent, or an adult designated by the parent, must deliver the medication directly to the school nurse. All medication (pills, liquids, inhalers, and over-the-counter medications) must be delivered in their original pharmacy/manufacturer-labeled container.

If your child has an inhaler for asthma or an Epi-pen for a serious allergic reaction, the school nurse can authorize the student to carry and self-administer this medication. It is important that you notify the school nurse of these conditions and that the appropriate paperwork is completed.

All students needing to take Tylenol, Advil, or other over-the-counter medications during the school day must bring in their own supply (no aspirin containing products, please) to be kept in the health office. Neither of these medications will be dispensed unless the student has his/her own supply. Parental permission must also be documented by a parental signature on the medication portion of the school emergency card). Generic substitutes are acceptable. These medications must also be brought to the nurse in their original container. If you need more detailed information or have any questions, please contact the school nurse.

B. LIFE THREATENING ALLERGIES

It is the Quaboag Regional School System's intention to provide a safe learning environment and well being for all children without discrimination or isolation of any child. If your student has a life threatening allergy, please notify your student's Principal and school nurse immediately so that the risk of exposure can be minimized. Exposure to the offending allergen(s) can cause life-threatening reactions in these students and require immediate medical intervention. Therefore, the Principal, in conjunction with the school nurse, will set age-appropriate guidelines that minimize the risk of exposure to offending allergens and will designate precautionary procedures regarding known allergens.

C. ATTENDANCE POLICY

School attendance is vital to the academic success of any student. Please note that Massachusetts General Laws, c.76§1 requires regular school attendance for all school-aged children. The Quaboag Regional School District will file a CRA (Child Requiring Assistance) Petition with the Worcester County Juvenile Court for any student who exceeds eight (8) unexcused absences in a quarter. All students are expected to be on time to school and attend all of their classes. Regular attendance enhances learning by exposing students to a greater amount of academic content, instruction, and time to apply new concepts and skills. Because absences disrupt the continuity of this learning process, students who frequently miss classes have difficulty deriving maximum benefit from their schooling. Once lost, the advantages of regular classroom instruction and participation in learning activities are difficult to replace.

It is imperative that parents/guardians require their children to attend school each and every day. If poor attendance habits are not addressed during these very important years, changing them can be difficult and can affect a student's ability to be successful in the years to come.

ATTENDANCE RECORDING

Attendance is taken during the first block of the day by 7:45 a.m. and at the start of every class period. Student absences will be registered on the attendance roster. Students' daily attendance records are provided to parents on each report card of every marking term. Parents should check this information carefully. If there is a discrepancy, parents should contact the main office.

ABSENCES

It is the responsibility of the parent or guardian to call the school when their child will not be in attendance. This is necessary in order to prevent truancy without the knowledge of the parent. The school will receive phone calls any time after 7:00 a.m. The telephone number of the school is (413) 436-5991 or (413) 436-5992.

Upon a student's return to school, he or she must bring a note signed by his or her parent/guardian explaining the reason for the absence. In order for an absence to be verified, the note must indicate the date(s) of absence, reason for absence, student's name and grade. Failure to submit a note will result in an unexcused absence and will be documented on the student's records.

Students who transfer to Quaboag Regional after the start of the school year will have their attendance record transferred and held in accordance with the established attendance policy. Any student who transfers from one course to another, the total accumulation of absences in the former course will be transferred into the new course.

EXCUSED ABSENCES

- Absences due to a death in the family.

- Doctor/dentist appointments - provided the doctor/dentist writes a note indicating when the student's appointment actually occurred. The note written by the doctor/dentist indicating the day(s) in question must be submitted to the main office secretary upon the student's return to school.
- Court Appearances (with documentation)
- School sponsored activities such as field trips, college interviews, job interviews, and armed service interviews previously approved by the administration and verified by the college, employer or military, on stationery with appropriate letterhead.
- Excused absence for the observance of religious holidays.

Vacations taken during school time will be counted as unexcused absences. Students are responsible for any make-up work and must contact each teacher upon his or her return to school. Quaboag Regional Middle/High School does not condone or encourage vacations during school time. Extenuating circumstances will be addressed by the administration on an individual basis.

CREDIT LOSS DUE TO ABSENCE

Any student who accumulates eighteen (18) or more absences in a year-long course or nine (9) or more absences during a semester-long course will not receive credit for that course. Although a student may earn a grade, the credit will not count towards fulfillment of their graduation requirements.

ATTENDANCE REVIEW COMMITTEE

The Attendance Review Committee is composed of the Assistant Principal and members of the faculty to conduct evaluations of student attendance records.

When a student has recorded an excessive number of absences, the Attendance Review Committee will send a letter to his or her parent/guardian informing them that their student's attendance record is currently under review. A meeting may be scheduled with the student and parent/guardian to determine what actions need to be taken to ensure good attendance and academic success.

ATTENDANCE RECOVERY

In an effort to help all students achieve success, students who are in danger of losing credit due to excessive absences may be invited to participate in the Credit Buy Back program or to attend Saturday School. The Credit Buy Back program allows students to earn back a missed day of school if they attend a full day of school for five consecutive days and have no behavior incidence. Saturday School meets from 8:00-12:00 two Saturdays a month. Attendance and full participation in two Saturday school sessions can allow a student to earn back a missed day of school.

APPEALS PROCESS FOR LOSS OF CREDIT

An appeal must be initiated by written request by the parent/guardian of a student, or by the student (if 18 years of age or older). The written appeal must be initiated within five school days from the time that the student is notified of their failure to comply with the attendance policy. The written appeal should include, but may not be limited to, the unusual circumstances that warrant such an appeal. The appeal should be addressed to the Assistant Principal of Quaboag Regional Middle/High School.

The Attendance Review Committee will conduct reviews of the appeal. The following process will occur:

- The Review Committee will meet to review the circumstances of the absences in order to render a decision.

- Each decision will be made within five (5) school days, and a written decision will be forwarded to the student and their parent(s)/guardian.
- If the decision rendered by the Attendance Review Committee is unsatisfactory to the student and his or her parent(s)/guardian, an appeal may be made in writing within five (5) school days to the principal.
- In the event that the student and their parent(s)/guardian are not satisfied with the decision of the Attendance Review Committee or the building principal, they then may appeal within five (5) school days of receiving the decision to the Superintendent of Schools.

TARDINESS

Students should make every effort to be in their first period class by 7:40 a.m. each day. However, students are permitted two unexcused tardies each semester without penalty to allow for unforeseen issues (car trouble, etc.)

Students accruing more than two unexcused tardies per semester will receive an office detention for every subsequent tardy. Students who accumulate four hours or more of tardies in a single semester will be asked to attend one session of Saturday School. See excused absences for more information.

Tardies are subject to the same criteria established for absences, i.e. students who miss a more than half of a class period due to a tardy will have it count as a class absence toward the maximum limit.

DISMISSALS

Students and parents should make every effort to avoid dismissals during the school day. All students, regardless of age, cannot sign out without one of the following:

- A note from home indicating the date and time, as well as a phone number where a parent may be reached. This note must be signed by the parent. Submitting a forged note to obtain dismissal will result in suspension; see the Student Discipline Chart.
- A parent or guardian phone call.
- A parent, guardian, or designated adult person coming into the office to dismiss the student in person.
- Dismissals are subject to the same criteria established for absences i.e. students who miss a class due to a dismissal will have it count as a class absence toward the maximum limit.

If a student has a car and will be driving him/herself, this must be indicated in the note or through the phone call with the parent/guardian. A student will not be allowed to ride with another student unless previously approved by the administration and parent/guardian.

If a student is to participate in an after-school function, sport, sports practice, and/or school-sanctioned or school-sponsored activity, he/she should not be dismissed from school. Tardy students must be in school by 11:06 a.m. in order to participate in activities. Any deviation from this policy should be discussed either with the principal or assistant principal. Any student deliberately violating these standards will be subject to disciplinary action. Classes missed because of dismissal from school will count as absences.

All dismissal notes must be turned in to the office before the start of the school day. Notes must contain the parent's/guardian's signature and phone number where a parent may be reached. Students who become ill after arriving at school may be dismissed after consultation with the school nurse or administration. Any classes missed due to illness will be counted as excused absences.

Students are not to call home on a cell phone to get dismissed when they are feeling ill. Rather, they are to report to the nurse who, if necessary, will call the student's parent(s) / guardian(s) to arrange for dismissal.

TRUANCY & UNEXCUSED ABSENCES FROM CLASSES

An unexcused absence from a class, study, or activity will be considered skipping and will be dealt with according to the discipline chart. Truancy from school will result in suspension and, when appropriate, court involvement.

D. PHYSICAL EDUCATION EXCUSE

Any student who for health reasons must be excused from physical education class for a day or period of time must present to the teacher a note from the nurse or parent. After one day, a note should be obtained from the nurse or a doctor. Physical education is a class that students take for credit. Full participation is expected in this class on a daily basis. A change of clothing is necessary for gym class.

E. PUBLICATION RELEASE

There are many opportunities for Quaboag Regional Middle/High School to display various aspects of our school community to the public through school newsletters, video productions, school web pages, etc. Some of these publications may include the photographs and/or names of students.

If you do not want your child's photograph or name to be used in any of these publications, please complete and return the *Publication Release* form (available in the packet of forms your student will receive on the first day of school) or send a letter to the Principal's office indicating your wishes. Please be sure to include your child's name and grade.

F. CORI INFORMATION

M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective employees and volunteers who may have direct and unmonitored contact with children, including chaperones. A CORI check must be obtained at least every two years during an individual's term of employment or service. This form is available from the school office. Because CORI forms may take several days to process, please allow sufficient time when planning to volunteer at a school event.

G. SCHOOL DELAY OR CANCELLATION

The Quaboag Regional Public School District's *OneCall* System will automatically contact you by telephone in the event of a delay or cancellation. (Please call QRMHS guidance to change your number in the event of a move). Information about delays/cancellations can also be found on the following radio or television stations:

Radio

WHYN (56 AM, 93 FM) Springfield
WTAG (580 AM) Worcester
WSRS (96.1 FM) Worcester
WXLO (104.5 FM) Worcester
WESO (970 AM) Southbridge

TV

WBZ-TV (Channel 4) Boston
WCVB-TV (Channel 5) Boston
WHDH-TV (Channel 7) Boston
WWLP-TV (Channel 22) Springfield

H. LOST AND FOUND

Articles found are to be turned in at the main office. Students should check with the main office for lost articles and claim the same by proper identification.

I. LOCKERS

Lockers are assigned to students for their books and clothing. Students may not share lockers. The school is not responsible for safeguarding the contents of student lockers. The administration reserves the right to search all lockers for a reasonable cause or upon reasonable suspicion. Students are not permitted to visit their lockers during class time without a pass. Students should store all books, bags, gym bags, and outerwear (coats, jackets, and hats) in their lockers during the school day. Items found in a student's locker will be treated as though they are in the possession of the student.

J. CELL PHONES

Cell phones are prohibited whenever their use would cause a disruption to teaching and learning. Teachers may, at their discretion, give students permission to use cell phones in their classrooms at appropriate times. Please also note consequences for cell phone usage as outlined in the discipline chart. Unauthorized image-taking or video recording of any kind, including using a cell phone or other wireless device (mp3 player) is expressly prohibited; please note consequences for using cell phones / wireless devices inappropriately on the discipline chart.

K. FOOD AND DRINK

Students are asked to limit the consumption of food and drinks outside of the cafeteria. At the teacher's discretion students may have a small snack or finish their breakfast in the classroom, and students may carry a water bottle to class. Students may not eat in the hallways or the computer and science labs

L. PARENT DROP-OFF AND PICK-UP

Parents who drive their children to school should drop them off and pick them up at the designated green drop off zone ("the turnaround") or at the cafeteria entrance at the rear of the school. Please do not block the driveway where buses load and unload students. This creates safety hazards and unnecessary delays. Thank you!

M. BOOKS AND EQUIPMENT

The equipment students use while in school is the property of the Quaboag Regional School District. Each student is responsible for all books issued to him/her. All books issued to students must be covered. If an item issued is misplaced, stolen, or damaged, the student is required to pay for the item's replacement.

N. LOITERING

Loitering in or near school grounds, before or after school, is prohibited. Skateboarding on school grounds is prohibited.

O. LEAVING SCHOOL GROUNDS

No pupil shall be allowed to leave the school grounds during school hours without permission of the principal or Assistant Principal. No pupil shall be released into the custody of any person not known or identified by the administration/teacher as a parent or representative of the family. No student under 18 shall be released on his/her own recognizance. Any student who uses his / her vehicle to leave school grounds without authorization will have their parking privilege revoked for the remainder of the year. See discipline chart.

P. ILLNESS IN SCHOOL

Students who are ill should report to the nurse after obtaining a medical pass from their teacher. If the nurse is not available, students should report to the principal's office. Students are not to call home on a cell phone to get dismissed. They are to report to the nurse, and the nurse – if she deems it to be necessary – will call the student's parent(s)/guardian(s) to recommend that the student be dismissed.

Q. FIRE DRILLS

The law requires that fire drills be held at regular intervals, since they are an important safety precaution. It is essential that when the fire alarm sounds, students and staff leave the building as quickly as possible by the prescribed route. Corridor exits are clearly marked. Students and teachers are to remain at their designated areas outside until the signal is given to re-enter the school by the Principal or Assistant Principal.

R. LOCK-DOWN / STAY-IN-PLACE

The Quaboag Regional School District has implemented a practice of regular drills in lockdown protocols, and K9 searches, overseen by local police, as well as "Stay-In-Place" scenarios in accordance with the District's Crisis Plan, updated regularly. If you have any questions about either of these practices, contact the Principal.

S. STUDENT CONDUCT

Disrespect

Disrespectful attitude or language to teachers and students will result in the assigning of office detentions or suspension from school, as determined by the administration. Students are required to act courteously and respectfully during assemblies. Failure to do so will meet with removal from the assembly and disciplinary measures.

Cafeteria Conduct

1. Wait your turn / no cutting
2. Pay for what you take
3. Be respectful of other students or teachers
4. Talk quietly using appropriate language
5. No throwing of food under any circumstances
6. Clean up after yourself
7. Food/drink is not to leave the cafeteria -- food/drink is not allowed in class.
8. Return to class on time
9. No cell phone or video games in the middle school cafeteria at during lunch ~~or mp3 use~~

Classroom Conduct

1. Dress appropriately / in accordance with the dress code
2. Be respectful of other students or teachers
3. Use appropriate language
4. Follow all reasonable requests
5. Take care of materials and equipment
6. Be on time and prepared for class
7. Clean up after yourself
10. Cell phones may be used only with the teacher's permission.

Corridor Conduct

1. No personal displays affection
2. Be respectful of other students or teachers
3. Use appropriate language
4. Respect and keep property clean
5. No loitering in the hallway
6. Have written permission to be out of class
7. Pick up trash even if it is not yours
8. Be courteous
9. Limit cell phone use and no cell phone use in the middle school hallways. ~~No cell phone or mp3 use~~

Bathroom Conduct

1. Wait your turn
2. Be respectful of other students and teachers
3. Sign in and sign out legibly
4. Respect and keep property clean
5. Return to class on time
6. Follow tobacco free expectations
7. Report any problems to the teacher
8. No cell phone or mp3 use

Bus Conduct

All bus students will be dropped off in the parking lot to the right when entering school grounds. Students in grades 7-12 will enter through the main entrance and proceed to their cafeterias. Buses will pick students up at the same place.

Students should be aware that to ensure the safety of all passengers, conduct on the bus should be the same as appropriate classroom conduct and the driver should receive the same respect and courtesy due a teacher. Pupils reported for misconduct will be dealt with as follows:

First infraction – Parent(s) will be contacted. Discipline may result in temporary loss of bus privileges.

Second infraction - Temporary loss of bus privileges.

Third infraction - Loss of bus privileges.

Loading and Unloading

Riders must be on time; the bus will not wait.

Riders must enter or leave the bus at regular stops only.

Riders must behave in an orderly manner and show respect for private property.

Riders must follow the instructions of the driver when entering or leaving the bus.

Required Conduct Aboard the Bus

Riders must remain seated when the bus is in motion. Whistling, shouting, and singing are not permitted.

Smoking is prohibited. The following disturbances are prohibited:

- Pushing or wrestling
- Annoying other passengers in any manner
- Talking to the driver in an annoying manner
- Throwing objects in the bus or out of windows
- Climbing over seats
- Opening or closing windows unnecessarily
- Leaning out of windows (keep hands and arms inside the bus at all times)
- Littering the bus

Students who wish to ride another student's bus must present a note from their parents to the main office in the morning that explains the reason and whose bus they will be riding on

Students will be held responsible for defacing or damaging any part of the bus.

T. STUDENT PARKING INFORMATION

Permission for students to drive a vehicle to Quaboag Regional Middle/High School is conditional upon the complete adherence to all school rules and regulations. A student's parking privileges will be revoked if the administration determines that a student has violated the rules and regulations of Quaboag Regional Middle/High School or if a student uses his / her vehicle to leave school grounds without authorization. In addition, a student's parking privileges will be revoked if the administration determines that a student has violated state, local, or town laws or ordinances on school property. Any member of the Quaboag Regional School District administration may revoke a parking permit. There will be no expectation of privacy relative to vehicles parked on school property.

All drivers are subject to the laws of the State of Massachusetts Department of Motor Vehicle Registry. Violators of State law will be reported to the local authorities. The following rules / regulations pertain specifically to students driving motor vehicles to school:

1. All students using a vehicle as transportation to school must register that vehicle with the administration, pay a **\$50.00 fee**, and obtain a parking permit. Please make checks payable to "Quaboag Regional School District."
2. All student drivers must display their parking permit from the rearview mirror of their vehicle. Only students with a parking permit from Quaboag Regional Middle/High School are allowed to park in the student lot.
3. All students must abide by all state, local, and town laws or ordinances on school property.
4. All vehicles must have a valid state registration and inspection sticker.

5. Student vehicles may be subject to search by the administration if reasonable grounds exist to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
6. No vehicle shall interfere with school bus transportation. School buses have the right of way at all times on school property.
7. Student drivers must yield to pedestrians.
8. Student drivers must drive in a mature and responsible manner. Students are prohibited from speeding, driving recklessly, racing engines, squealing tires, and driving around the school.
9. Student drivers may park only in the school's student lot and enter school by the student entrance doors.
10. Students are not permitted to loiter in the school parking lot at any time. Students are to exit their vehicles and enter the school promptly upon arrival to school.
11. The entire parking lot and student vehicles in particular are off limits during school hours (or from the time the student arrives to the time the student leaves school) unless the administration grants permission.
12. Quaboag Regional Middle/High School and the Quaboag Regional School District are not responsible for student vehicles or their contents.
13. In accordance to Massachusetts law, all students must wear their seatbelts.
14. Quaboag Regional Middle/High School reserves the right to tow vehicles at the owner's expense.
15. Student drivers are not to cause an annoyance to citizens of the community as a direct result of driving a vehicle to and from school.
16. Students are not permitted to display profane, inappropriate, vulgar, or racist language on vehicles while parked on school grounds. Nor are students permitted to display words or images that glorify illegal drugs/use of illegal drugs.
17. Students driving to school who have 2 or more tardies per semester are subject to a temporary suspension of parking privileges.

Any violation of the above regulations will result in the loss of motor vehicle privilege either temporarily or for the remainder of the school year, without refund, depending on the circumstances specific to the violation. The administration reserves the right to waive progressive discipline.

U. DRESS CODE

Students should dress appropriately at all times. The Quaboag Regional Middle/High School dress code is based on the principles of safety and hygiene, ~~and generally accepted standards of propriety~~. Consistent with the school district's sexual harassment and anti-discrimination policies, the dress code was developed to protect the welfare of all students while they are attending school.

Shorts must be no shorter than the student's thumbs, and dresses and skirts must be no shorter than the student's fingertips when his or her arms are fully extended at his or her sides. Dresses, blouses and tops can be sleeveless, as long as the strap is at least 1.5 " wide. ~~Tights, etc. may not be worn as primary garments~~. When being worn as a primary garment, leggings must not be see through.

UNACCEPTABLE DRESS / ATTIRE

- spaghetti, ~~halter~~, and similar-style straps on dresses, blouses, or tops
Tops must fully cover the wearer from their navel to above the chest. (Midriff, sides and back)
- No Low cut blouses or exposed cleavage.
- Shirts must cover the back from the shoulder blades.

- Heads must remain uncovered – religious garments excluded.
- No Hats or Bandanas
- No low riding pants, underwear is not to be exposed
- No chains, fused rings etc.
- Footwear must be worn at all times; it is recommended that students not wear sandals or flip-flops.
- Clothing, jewelry, backpacks and personal items which refer to sexual activity or that bear **offensive** discriminatory , vulgar, obscene, or racist words or pictures that currently or historically have been used to promote ideas of racism or intolerance, or advertise / advocate the use of tobacco, drugs, or alcohol may not be worn.
- This list is NOT all-inclusive. Any clothing or personal item that, in the judgment of the administration, interferes with or disrupts the educational process will not be allowed.

On the first occurrence of a violation the student will be asked to change his/her clothes. If a change of clothing is not available at school, a parent will be called to bring in clothes. Refusal to change or subsequent occurrences will be considered insubordination and subject to disciplinary action.

IV. SOCIAL

A. SCHOOL SPONSORED ACTIVITIES

All school rules apply at any school-sponsored student activity - whether on or off campus – for the duration of the activity. Penalties are outlined in the discipline chart.

B. PARTICIPATION IN ACTIVITIES AFTER ABSENCE OR DURING SUSPENSION

Students are not allowed to participate in or be in attendance at extracurricular events on the same day they are absent from school or tardy to school after 11:16 unless the absence/tardy has been excused. This applies particularly to dances and athletic events. Students who have been suspended from school are not permitted on school grounds at any time until they are readmitted to school.

C. ELIGIBILITY FOR ACTIVITIES, CLUBS, AND NON-ATHLETIC SCHOOL ORGANIZATIONS

- Please refer to Section V: Athletics for information regarding athletic eligibility. The same academic requirements may be applied to other extracurricular activities at the discretion of the advisor.
- Disciplinary action will be taken by coaches, advisors, supervisors, directors, etc. for inappropriate behavior, up to and including removal from a team, club, or extracurricular activity.
- There is a \$20 fee for all extracurricular activities related to the ***Performing Arts*** department.

In order for a student to participate in special class events, such as the Jr. Prom and senior week activities, he/she should be a member in good standing in the class (i.e. dues paid) and have the potential to meet the minimum credits needed for their class standing.

D. SCHOOL DANCES

No seventh or eighth grade students are permitted to attend high school dances/proms. High school students are not permitted to attend dances/activities planned for middle school students. The dress code is the same as that for school unless otherwise noted.

Students absent from school during the day of a dance (other than an absence excused by the administration) may not attend the dance in the evening.

School dances are not open to the public. School dances are intended for students enrolled at Quaboag Regional Middle / High School only, with the exception of special dances such as the Sr. Dinner Dance, and Jr. Prom when guests may be invited. Invited guests must submit an approved guest verification form before the dance. Guests must be enrolled in high school (grades 9-12) and deemed “in good standing” by their own school’s administration in order to attend. Guests who are no longer enrolled in High School may not attend unless they have obtained special written permission from the QRMHS administration.

Absolutely no guests 21 years of age or older will be permitted to attend any Quaboag Regional Middle/High School dances.

Students will not be allowed entrance into the dance after the 45 minutes unless prior permission has been granted. If anyone leaves the building at any time without permission of the person in charge, he/she must leave the premises and will not be allowed to return. All students attending the Junior Prom are required to travel to and from the prom on transportation provided by the school district.

There will be no slam-dancing, moshing, or other dancing that could be considered by the chaperones as having the potential to cause an injury. Students who do not cooperate with this rule will be sent home, their parents will be notified, and their eligibility to attend future dances may be suspended. Students are not allowed in the academic or administrative areas during any dance.

Possession or consumption of alcohol or drugs at any school activity—either on or off of school property—is a violation of Massachusetts State Law and the QRMHS drug/alcohol policy. Students under the influence at a school activity—either on or off school property—are in violation of the QRMHS drug/alcohol policy.

E. FIELD TRIPS

From time to time, students will be afforded the opportunity to attend school-sponsored field trips as part of their educational experience. Teachers notify parents / guardians of all details relating to a field trip and obtain parental / guardian consent beforehand. Students will not be permitted to attend any field trips without written consent from their parents / guardians. In some cases, parents / students may be required to sign a release of liability agreement before students may attend particular field trips. Students may be ineligible to attend field trips based upon past behavior at administration discretion.

F. POSTERS

All posters must be approved in advance by the administration and must be removed when no longer applicable.

V. ATHLETICS

A. ATHLETIC PROGRAM

The athletic program is part of the educational structure at Quaboag Regional Middle/High School. Each student has the opportunity to participate but also has the obligation to fulfill certain requirements. These requirements are not intended to discriminate against any students, but rather are necessary to protect the school, the athletic program and, most important, foster the development of responsible, educated adults.

B. MIAA GOVERNANCE

Quaboag Regional Middle/High School abides by all rules which are in the current MIAA (Massachusetts Interscholastic Athletic Association) Handbook of Regulations (“Blue Book”). Please make special note of the following:

Age Limits

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year. For freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1st of that year. Principals must exercise great care in determining the age of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil’s place of birth.

Academic Requirements

To maintain academic eligibility for any middle level, junior varsity, or varsity athletic team, a student may fail no more than one year-long course or its equivalent. Eligibility is determined by quarterly report cards except for fall athletes, whose eligibility is determined by end-of-year grades. Progress reports and summer school courses have no effect on athletic eligibility. Academic eligibility shall be official on the date report cards for the previous term have been issued; i.e., eligibility for the second quarter is determined the day first quarter report cards are issued.

Incomplete grades may not count towards eligibility.

A student who repeats a course for which he or she received previous credit cannot count that subject a second time for eligibility.

A student receiving services under Chapter 766, whose individual education plan is a 502.4 or more restrictive prototype, may be declared academically eligible by the principal, provided that all other eligibility requirements are met.

C. CHEMICAL HEALTH

From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA” or “near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This MIAA statewide minimum standard is

not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

The minimum penalties are:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. Fractional portions of contests will be dropped when calculating 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. Fractional portions of contests will be dropped when calculating 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The Middle/High School Principal, in collaboration with a Chemical Dependency Program or Treatment Program, must certify that student is attending or issue a certificate of completion. If a student does not complete the program, his/her penalty reverts back to 60% of the season. Fractional portions of contests will be dropped when calculating 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty[ies] during the fall season of the next academic year).

D. STEROID USE

Anabolic androgenic steroid use at the Middle/High School level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. A recent study indicates that over 3% of Middle/High School seniors have tried steroids in their lifetime (NIDA, 2004). Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most “get-rich-quick” schemes, steroid use has serious short and long term consequences. Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids. The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

E. ATHLETIC REGULATIONS

Athletes must be in school by 11:16 A.M. to play or practice that day.

Athletes must ride to and from events on the team bus, follow bus regulations, and dress according to the policy dictated by the respective coach. Athletes must be in school, and on time, the day following a competition.

Athletes must abide by Quaboag Regional Middle/High School's rules of behavior, the MIAA's requirements for participation, and all team-specific rules and regulations. A student athlete may be suspended or dismissed from participation on a team, resulting in the loss of any individual or team awards, for failure to follow these guidelines.

Athletes are responsible for any equipment or uniforms issued to them. They will have to pay the cost of any article not returned at the end of the season.

The following offenses will be dealt with according to team rules or QRMHS Rules & Regulations:

- Missing or being late for practices or games without prior notification to the coach.
- Disrespect toward a coach or game official.
- Any other actions unbecoming a Quaboag Regional Middle/High School student/athlete that are not covered by the rules of behavior or athletic regulations.

All students are required to have the following before participating in the Quaboag Regional Middle/High School Athletic Program.

F. ATHLETIC USER FEE

Fees will be collected by an athletic department representative and deposited in an athletic fund to be used solely by the athletic department. Fees must be paid in full prior to the first game/match/meet of the season. Please make checks payable to *Quaboag Regional High School* or utilize the online payment option on our website.

The fees for all levels of each sport offered during the school year are as follows:

- \$85/per student annually for all sports / family cap of \$170
- There are no fee waivers.

Payments can be made online (link found on school website) or in the district office. All fees must be collected before the start of the season, including the issuance of uniforms.

Any player who fails to make a team will receive a full refund. Any player who is removed from a team for disciplinary or academic reasons or who voluntarily leaves a team after making the roster *is not entitled to a refund*.

Paying a user fee in no way guarantees playing time.

G. CONCUSSION / HEAD INJURY POLICIES

In accordance with 105 CMR 201.000, Quaboag Regional Middle-High School has policies and procedures governing the prevention and management of sports-related head injuries within the school district or school. While these policies and procedures specifically address sports-related head injuries occurring in extracurricular athletic activities, they also apply to all head injuries in students.

105 CMR 201.000, which applies to all public middle and high schools in the Commonwealth of Massachusetts, requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious or suffers a known or suspected concussion during a game or practice, the law mandates removing the student from play or practice, and requires written certification from a licensed medical

professional for “return to play.”

The law also prohibits coaches, trainers and others from encouraging or permitting a student athlete to use sports equipment as a weapon or to engage in sports techniques that unreasonably endanger the health and safety of him/herself or other players, such as helmet-to-helmet hits.

Quaboag’s concussion policy is consistent with MIAA rule 56.4, which states that *any student athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the practice or competition and must not return to practice or competition that day, and further shall not return to play until cleared (in writing to the Athletic Director) by an appropriate health-care professional. Whenever it is decided to disqualify a student-athlete from further participation for a suspected concussion or other injury, the person making that decision must communicate about this matter with the injured athlete’s coach and athletic director in a timely fashion.*

Resources for student-athletes can be found at http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf and resources for parents can be found at http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf.

The full text of the law is available at: www.mass.gov/legis/laws/seslaw10/sl100166.htm

Information about sports related concussions is available at: <http://www.cdc.gov/concussion/>, www.sportsconcussions.org, www.sportslegacy.org, and <http://www.biama.org/whatdoes/playsmart.html>

Further resources regarding the MIAA’s concussion policy can be found at http://www.miaa.net/contentm/easy_pages/easy_page_view.php?sid=38&page_id=103

VI. DISCIPLINE

A. AFTER SCHOOL/OFFICE DETENTION

After-school detentions (“personal detentions”) will be handled by teachers at their discretion. Teachers will keep records of after-school detentions they have assigned. Office detentions are assigned by the administration and are one hour in length. The Assistant Principal schedules office detentions. If a student is absent on the day of an assigned detention, he/she is expected to serve detention the next day in attendance. Teachers will be free to administer their own detentions even if the office has assigned a detention for the same offense.

B. SUSPENSION

I. Suspensions of Ten Days or Fewer

Suspension will be imposed in cases of serious misconduct or repeated offenses of less serious misconduct. In cases where a student has demonstrated behavior that poses a safety risk to himself/herself or others, readmission to school following a suspension may require documentation from a mental health professional. Unless emergency circumstances dictate otherwise, the following procedure will be followed for suspensions of ten days or fewer.

The student will meet with the assistant principal (or in the absence of the assistant principal, with the principal or his/her designee), and the student’s parent(s) / guardian(s) will be invited to attend as well. At that meeting, the student and parent(s) / guardian(s) will be told the nature of the charges, and have an opportunity to respond. The

assistant principal will make a decision based upon information presented by the student, further investigation if required, and evidence already known to the assistant principal. If the assistant principal determines that a suspension is warranted, he/she will notify the student of the nature and duration of the suspension verbally and in writing, and, if the student previously denied the charges, the assistant principal will supply an explanation of the basis of his/her finding.

The school will make every effort to notify parents / guardians of the suspension by telephone immediately, and will, in all cases, notify them in writing. A student returning from suspension must be accompanied by a parent or guardian, and must meet with the assistant principal or principal prior to re-admission to school.

In most cases, suspensions will be based upon the discipline chart. However, the assistant principal retains discretion to impose a suspension of a different length (longer or shorter), waive the right to parental attendance in a meeting before suspension, or some other penalty based upon the circumstances of the case.

In all cases, once a student has been assigned to suspension, he/she will not be allowed to take part in or attend any school-related function or activity. This remains in effect until the student has officially returned to school from suspension. Suspension days will be counted as excused absences. Students who are suspended will be given the number of days they are out to make up the work.

II. Suspensions in Excess of Ten Days

For cases involving suspensions in excess of ten days or indefinite suspensions based upon the issuance of a felony criminal complaint, the following procedure will be followed:

The Principal will notify the student in writing of the reasons for a suspension in excess of ten days.

The student will be allowed an informal hearing, as set forth in Section I. for “Suspensions of Ten Days or Fewer,” prior to the suspension taking effect except where circumstances make it necessary to impose the suspension prior to such a hearing. (Such circumstances may include, but are not limited to, incarceration of a student, refusal of a student to attend the hearing, or where the student poses an unreasonable danger to the welfare of the school). In cases involving a felony criminal complaint, the principal may decide to take action without a hearing.

The Principal will issue a prompt written decision setting forth findings on whether the student committed an offense and if so, the penalty awarded. Suspensions will be of a definite duration, except when based upon a pending felony criminal complaint. For suspensions in excess of ten days, services will be provided.

The student may appeal the suspension to the superintendent by forwarding a written request for an appeal to the Superintendent within five days of the effective date of the suspension. In the event of an appeal, the student may request a hearing, at which the student will have the right to present evidence and be represented by counsel. The Superintendent will issue a decision within five days of the hearing.

C. EXPULSION

A student may be expelled for unusually serious offenses where the principal determines that the continued presence of the student in school would be detrimental to the welfare of the students, teachers, and administrators in the school. **Massachusetts General Law, c.71, §37H** provides for expulsion of students under the following circumstances and after the following procedure:

Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

Any student who assaults a principal, assistant principal, teacher, teacher's aide, student or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing at which the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b), provided however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the Principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual definition of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section, educational services shall be provided. If the student does apply for admission to another school or school district, the principal of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said exclusion. If the student moves to a new district, the receiving district can either admit the student or provide educational services.

Expulsions for other reasons, such as conviction of a felony, where the principal determines that the continued presence of the student will have a detrimental effect on the general welfare of the school; cases involving violent conduct; and other cases where expulsion is set forth as a possible remedy under another policy in this handbook, will be handled in accordance with the same procedure set forth above.

A suspension may be extended beyond ten days, during the pendency of an expulsion, by following the hearing procedures above, provided the hearing date set by the written notice of charges is before the expiration of the original suspension or immediately thereafter. If the hearing is postponed upon the request or agreement of the student's parents or attorney, the suspension shall continue, pending the outcome of the hearing, unless the principal or superintendent determines otherwise.

D. RESTORATIVE JUSTICE

Restorative justice is a series of practices based on the principal that all people must take responsibility for how their actions impact others. The goal of restorative justice is to restore relationship and repair harm that one's actions may have caused. As deemed appropriate by the principal, and his or her designees, a student who has violated school rules may be asked to participate in restorative justice. Restorative justice is highly sensitive to the particular circumstances of any given incident so there is no single model of what it will look like. Examples might include asking a student who has engaged in bullying to participate in a school wide anti-bullying campaign, or asking a student who has vandalized school property to give back to the school through committee service.

The one consistent feature of restorative justice is that student must reflect upon their own behavior, take ownership of the actions, and take concrete steps to repair any harm that was done.

E. SATURDAY SCHOOL

Beginning September 2019 Quaboag will be holding Saturday School two Saturday's a month.

Saturday school will be offered as a possible alternative to in school suspension and office detentions in order to maintain a high level of time on learning during the regular school day.

Eligibility for Saturday School will be determined by the school principal or his/her designee. Saturday School provides a number of opportunities for students. During Saturday School students may have an opportunity to make up missed classwork due to excessive tardies or absences, or engage in restorative practices. Restorative practices are actions a person can take to improve and repair relationships. The goal is that by engaging in restorative practices students will come to better understand the effect of their actions on themselves and the larger community, and that they will be empowered to take responsibility for their actions by repairing the harm they may have caused. Saturday School will be held in the library of the middle high school from 8:00am to 12:00pm under the direction of a school personnel.

Should a student who is assigned to Saturday School fail to attend the following actions may be taken:

- Failure to attend may be counted as an unexcused absence
- Students may be issued alternative forms of discipline such as an out of school suspension.
- Families may be required to come into school and meet with the administrative team.

Possible Reasons to Attend Saturday School:

- Two or more missed office detentions
- A cumulative 4 hours of unexcused tardies
- Excessive unexcused absences leading to a student being in danger of losing course credit.

F. STRUCTURED DAYS

Structured days may be assigned by the principal or his or her designee in response to a student's repeated failure to conduct him or herself responsibly in the classroom or in common spaces.

- During a structured day students will arrive at school no later than 7:37 and will report to the office immediately.
- Students will leave their phone in the office for the day and may pick their phone up after the last bell at 2:13.
- Students will pass in the halls after the late bell has rung. Students must be in class no more than three minutes after the late bell.
- Students will eat lunch in 710 or in the front office.
- Before returning to a standard schedule students will complete a re-entry plan and have the plan approved by the administrative team.

VI. CONTACT INFO FOR FEDERALLY MANDATED LAWS

HEARING OFFICERS / CONTACT INFORMATION

The following staff members are hearing officers in charge of mandated programs.

ADA /504 Compliance Coordinators

Director of Student Support Services x 1006

Title IX

QRMHS Principal x1906

Title II, IV, VI

Director of Student Support Services x1006

Special Education/ Student Services

Director of Student Support Services x1006

The Quaboag Regional School System does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Quaboag Regional School System also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA / 504 Compliance Coordinator.

Massachusetts Bureau of Special Education Appeals
(781)338-6407

Office of Civil Rights, Region I
U.S. Department of Education
John W. McCormick, POCH, Room 222
Boston, MA 02189-4557

STUDENT RECORDS

The following is a brief summary of regulations governing student records:

A student's record consists of his or her school transcript and temporary record. The temporary record includes all information which is organized on the basis of the student's name, is relevant to the educational needs of the student (including special education files when applicable), and is kept by the school. A student's parent or guardian or an eligible student (who is at least 14 years old or has entered the ninth grade), has the right to inspect all portions of the student's record upon request to the school Principal. The record must be made available to the parent, guardian, or eligible student not later than ten consecutive workdays after the request is made, unless the parent or guardian or eligible student consents to a delay. The parent, guardian, or eligible student may request copies of any part of the record. A fee may be charged for the cost of copying. Non-custodial parent access is governed by State Regulation 603 CMR 23.07 (5).

Confidentiality of Records

No individual or organization other than the parent, guardian, eligible student, or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent, guardian, or eligible student except in limited instances as specified by federal and state statutes and regulations governing student records.

Amendment or Deletion of Records

The parent, guardian, or eligible student has the right to add relevant comments, information, or other written material to the student's record. In addition, the parent, guardian, or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a Team evaluation. The parent, guardian, or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such conference, the principal must render a decision in writing on the objection. If the parent, guardian or eligible student is not satisfied with the principal's decision, he or she may appeal such decision to the school Superintendent and ultimately, to the School Committee.

Transfer of Records

In compliance with 603 CMR 23.07(4), consent is not required to forward a transferring student's records to a new school. Quaboag will release the entire student record of a transferring student to a new school without prior consent.

Destruction of Records

A student's temporary record shall be destroyed no earlier than seven years after the student leaves the school system. Therefore, temporary records (including special education records) of students will be destroyed seven years after the student transfers, graduates, or withdraws from the school system. The student and his/her parent have the right to request and receive the information in whole or in part at the time of such transfer, graduation, or withdrawal.

A student's *transcript* may be destroyed no sooner than 60 years after the student leaves the school system. A school principal or his or her designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent, guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

Policy on Release of Student Record Information

Pursuant to the federal and state regulations governing student records, Quaboag Regional Public Schools may release certain information concerning *your child/you* to third parties without first obtaining your consent unless you notify Quaboag Regional Public Schools in writing that you do not want such information to be released. "Third Parties" are defined in these regulations to be "...any person, private or public agency...or organization other than the eligible student, his/her parent, or authorized school personnel." 603, CMR 23.02. For example, third parties to whom Quaboag Regional Public Schools may release student record information would include PTOs, the Quaboag Regional Schools Foundation, and newspapers which report on student activities, etc.

The information that may be released is limited to the following:

Student's name, address, telephone listing, date and place of birth, Major field of study, dates of attendance, weight And height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-Middle/High School plans.

Students fourteen (14) years of age or older or who have entered the ninth (9) grade are entitled to receive this notification regarding the release of student record information. If you do not want this information concerning

your child/yourself to be released without your consent, please send written notification to the office of your school principal no later than Friday, September 26, 2008. You will be asked to review this policy annually.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Quaboag Regional Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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

PPRA affords parents and students who are 18 or emancipated minors (“eligible PPRA students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Protected Information Survey Areas

1. political affiliations or beliefs of student or student’s parent;
2. mental or psychological problems of the student or student’s family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parent; or
8. income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. other protected information survey, regardless of funding;
2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. protected information surveys of students;
2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. instructional material used as part of the educational curriculum.

Quaboag Regional has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Quaboag Regional will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Quaboag Regional will also directly notify parents and eligible students, (such as) through either the U.S. Postal Service or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
(Information from the U.S. Department of Education)

PPRA NOTICE AND CONSENT / OPT-OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h, requires that the Quaboag Regional Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. political affiliations or beliefs of student or student’s parent
2. mental / psychological problems of student or student’s family
3. sexual behavior or attitudes
4. illegal, anti-social, self-incriminating, or demeaning behavior
5. critical appraisals of others with whom respondents have close family relationships
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. religious practices, affiliations, or beliefs of student or parents
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. You will be sent notification prior to any of these activities. (Information from the U.S. Department of Education)

NOTIFICATION OF A PARENT’S RIGHT TO KNOW TEACHER QUALIFICATIONS

The No Child Left Behind Act (NCLB) allows parents or guardians to request information about the professional qualifications of their child’s classroom teachers. The parent/guardian will be provided with the following information on request:

- whether the teacher has met state certification or licensing requirements for the classes being taught by the teacher;
- the teacher’s degree major and other graduate degrees or certifications held by the teacher identified by field or discipline; and
- whether the child is receiving services from paraprofessionals, and if so, their qualifications.

Parents/guardians can request this information from the school principal.

STUDENT SUPPORT SERVICES: SPECIAL EDUCATION

In Massachusetts, the special education system is based on federal special education law and the Individuals with Disabilities Education Improvement Act (IDEA, 2004 CFR 300) in concert with the state special education law (MGL c. 71B 603 CMR 28.00). These laws protect students with disabilities who are eligible for special education and guarantees them an Individual Education Program (IEP) to meet their unique needs. The Quaboag Regional School District provides a full continuum of special education services for students with disabilities ages 3-22 (without a Middle/High School diploma) who have been found eligible for special education.

Referral to Special Education

When a parent or professional identifies a child as possibly needing special education and related services a referral is made to begin the special education evaluation process. The evaluation process adheres to specific timelines enumerated in the aforementioned regulations.

Evaluation Process

The evaluation process’ data drives eligibility determination. Parental consent is required for trained specialists to complete these evaluations. Parents have a right to the assessment reports two days before the Team meeting.

The Team Meeting

The Team, which consists of parents, special educators, regular educators, the Special Education Team Chair, related service providers, an individual who can interpret the instructional implications of the evaluation results, and the student (where appropriate) meets to decide eligibility, IEP services, and placement.

Eligibility requires a response to the following questions:

- Does the child have a disability? If so, what type?
- Does this child’s disability result in an inability to make effective school progress?
- Does the child require specialized instruction to make effective progress or require related services to access the general curriculum?

Disabilities for Eligibility include:

Autism	Developmental Delay	Intellectual Impairment
Sensory Impairment	Neurological Impairment	Emotional Impairment
Communication Impairment	Physical Impairment	Health Impairment
Specific Learning Disability		

Services and placement are decided by the student’s educational Team. Students' individual needs drive these decisions and are reflected in the development of an Individual Education Program (IEP).

For further information relative to special education procedures, please feel free to contact your child’s principal or the Special Education Office at 413-436-5991.

Quaboag Regional Middle/High School Discipline Chart 2020-2021

Offense	First Occurrence	Repeat Occurrence	Alternative Discipline Pathways	Connection to QRMHS Core Values and Beliefs
Tardiness to School (unexcused)	Written warning on 1 st and 2 nd offense	Office Detention for on 3 rd offense and each offense thereafter	After 4 hours of tardies attendance at Saturday School	Opportunity-Preparing for future success
Leaving school grounds	Police notified and 1 Day Suspension	Police notified and CRA filed and 1 Day Suspension		Responsibility-Acting with honesty and respect to self and others.
Skipping a class or presence in an unauthorized area	1 Office Detention	2 Office Detentions	First Occurrence: Structured Days Repeat Occurrence: Saturday School	Academic Excellence- Supporting all students in meeting high expectations
Skipping a teacher detention An office detention	1 Office Detention 2 Office Detentions	2 Office Detentions 1 Day Suspension	Restorative Practices	Responsibility-Acting with honesty and respect to self and others.
Disruptive Behavior	1 Office Detention	2 Office Detentions or suspension if repetitive and parent conference	Restorative Practices	Support-Ensuring an intellectually, Physically, and Emotionally Safe Environment.
Disrespect/insults towards another student	1 Office Detention	2 Office Detentions or suspension if repetitive and parent conference	Restorative Practices	Responsibility-Acting with honesty and respect to self and others.
Disrespect/defiance towards Staff	1-3 Day Suspension	3-5 Day Suspension and Student/Staff conference	Restorative Practices	Community- Collaborating to reach common goals
Profanity Profanity directed towards an adult	1 Office Detention 3 Day Suspension	2 Office Detentions or suspension if repetitive and parent conference 5 Day Suspension and parent conference		Responsibility-Acting with honesty and respect to self and others.
Unauthorized Cell Phone usage during the school day	1 Office Detention	2 Office Detentions, Cell Phone held in office, parent conference with administration	Repeat Occurrences: Structured Day	Global Awareness-Developing 21 st Century Learners.
Vandalism, Breaking, or Defacing School Property	Administrative Decision based on the incident.	Each incident may incur costs of Financial Restitution, Police and court involvement.	Restorative Practices	Responsibility-Acting with honesty and respect to self and others.
Vandalism of Security Cameras	1 Day Suspension	2-3 Day Suspension and police involvement	Restorative Practices	Support-Ensuring an intellectually, Physically, and Emotionally Safe Environment.
Smoking/possession of tobacco or related prohibited items	1 Day Suspension	2 -3 Day Suspension and Student/Staff conference	Structured Day Upon Return	Support-Ensuring an intellectually, Physically, and Emotionally Safe Environment.
Unauthorized Recording/Videotaping on School Grounds	1 Day Suspension	Consequences to be determined by the administration		Responsibility-Acting with honesty and respect to self and others.
Theft/Stealing	3 Day Suspension, Financial Restitution, and	3-5 Day Suspension, Financial Restitution, and Police Involvement		Responsibility-Acting with honesty and respect to self and others.

	Police Involvement.			
Assault	1-3 Day Suspension	3-5 Day Suspension and Police Involvement		Support-Ensuring an intellectually, Physically, and Emotionally Safe Environment.
Fighting	1-3 Day Suspension	3-5 Day Suspension	Restorative Practices	Support-Ensuring an intellectually, Physically, and Emotionally Safe Environment.

This is not a complete list of offenses and consequences from the QRMHS Handbook for Students and Parents. The principal or his/her designee reserves the right to modify the discipline code if deemed necessary.



QUABOAG REGIONAL MIDDLE/HIGH SCHOOL

284 OLD WEST BROOKFIELD ROAD · P.O. BOX 909
WARREN, MASSACHUSETTS 01083
Tel: 413-436-5991 FAX: 413-436-9636
www.quaboagrsd.org

**Guest Verification Form
2021-2022 School Functions**

The student named below has been invited by _____ to
(Quaboag Student Name)
attend the (circle one) *Junior Prom / Senior Dinner Dance* on _____.
(Date)

To attend, guests enrolled high school students who have consistently shown respect for all school rules. Please indicate below whether this student is in good standing at your school. Students not enrolled in high school are subject to screening.

**Please email this form to Quaboag Regional,
ATTN: XXXX, Assistant Principal, at your earliest convenience:**

Please do not hesitate to call xxxxx, Assistant Principal,
if you have any concerns whatsoever: 413-436-5991, extension 1904.

Thank you for your time and assistance.

Guest Student Name: _____ Guest School: _____

TO BE COMPLETED BY GUEST'S SCHOOL:

This student is in good standing: Yes _____ No _____

Administrator's Signature: _____ Printed Name: _____

Title: _____ School: _____ Telephone : _____

The Quaboag Regional School District insures equal employment and educational opportunity for its employees and students. All programs, services, courses of study and activities are made available without regard to race, color, creed, national origin, sex, sexual orientation or disability, in compliance with federal and state law.

APPENDIX

A. POLICIES ON NON-DISCRIMINATION

B. DISCIPLINE OF STUDENTS UNDER SECTION 504 AND ADA

C. DISCIPLINE OF STUDENTS WITH DISABILITIES

D. SEXUAL HARASSMENT AND BULLYING

E. PHYSICAL RESTRAINT POLICY AND PROCEDURES

F. GRIEVANCE PROCEDURES

ADDENDUM TO DISCIPLINE: PROCEDURES FOR SUPERINTENDENT HEARINGS

File: AC

NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The Quaboag Regional School District will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

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

6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The School Committee's policy of nondiscrimination will extend to applicants for admission and employment, sources of referral of applicants for admission and employment, students and parents/guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Quaboag Regional School District.

No person shall be excluded from or discriminated against in admission to a public school or any town or in obtaining the advantages, privileges, and course of study of each public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

No person shall be discriminated against on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness in its educational and employment practices. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, their complaint should be registered with the district's designated Compliance Officer.

SOURCE: MASC

Coordinated Program Review Procedures-School District Information Package for Civil Rights, School Year 2015-16

UPDATED: July 2016

LEGAL REFS:

Title II of the Americans with Disabilities Act of 1990: 42 U.S.C. 12132; 28 CFR 35.107

Title IX of the Education Amendments of 1972: 20 U.S.C. 1681; 34 CFR 106.8

Section 504 of the Rehabilitation Act of 1973: 29 U.S.C. 794; 34 CFR 104.7

Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Education for All Handicapped Children Act of 1975

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

M.G.L. 76:5 Amended 1993

M.G.L. 76:16 (Chapter 622 of the Acts of 1971)

BESE regulations 603CMR 26.00 Amended 2012

BESE regulations 603CMR 28.00

CROSS REFS:

ACA-ACR, Subcategories for Nondiscrimination

GBA, Equal Employment Opportunity

JB , Equal Educational Opportunities

CR12A

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, sources of referral of applicants for admission and employment, students and parents/guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Quaboag Regional School District, it is the policy of the QRSD not to discriminate on the basis of race, color, age, national origin, sex, disability, religion, sexual orientation, gender identity or homelessness in its educational programs and its employment practices.

It is also the policy of the QRSD that no person shall be excluded from or discriminated against in admission to a public school or any town or in obtaining the advantages, privileges, and course of study of each public school on account of race, color, sex, gender identify, religion, national origin, sexual orientation, disability, or homelessness.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Compliance Officer:

Name: Robert Bergeron

Title: Director of Student Support Services

Address: QRSD; 284 Old West Brookfield Road; P.O. Box 1538; Warren, MA; 01083

Email Address: rbergeron@quaboagrdsd.org

Telephone: 413-436-5991 x1006

Facsimile: 413-436-9738

You may also contact:

U.S. Department of Education – Office for Civil Rights

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111

Fax: 617-289-0150

E-mail: OCR.Boston@ed.gov

File: ACA

NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. Title IX's sex discrimination prohibition extends to claims of discrimination based on an individual's actual or perceived sex, including harassment based on gender

identity or nonconformity with sex stereotypes. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The School Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

SOURCE: MASC
U.S. Department of Education-Office for Civil Rights (April 2015); Title IX Resource Guide

UPDATED: July 2016

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
Board of Education 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

B. DISCIPLINE OF STUDENTS UNDER SECTION 504 AND ADA (Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act)

Under various federal and state laws and regulations, students with disabilities may not be discriminated against in discipline matters on the basis of their disability or impairment. In addition to those rights set forth in this handbook, the following procedures will be implemented to comply with state and federal laws and regulations regarding students with disabilities. Procedures for students eligible for special education services are set forth in "Discipline of Special Needs Students" in this handbook.

1. Definition

Under Section 504, a qualifying student is defined as a student who has a physical or mental impairment that substantially limits one or more major life activities. This includes students who are found to currently have such an impairment, have a record of having such an impairment, or who are perceived as having such an impairment.

1. Procedure

In the event that a student is found to have violated a school rule after implementing the general due process procedures (notice and hearing) provided in this handbook and consistent with other school policies, the Principal or his/her designee shall ascertain whether the student has been identified as a student with a qualifying disability under Section 504.

- a. If the student is eligible under Section 504, prior to taking disciplinary action which would result in a suspension of more than ten days in a school year, the Building 504 Coordinator shall convene a 504 TEAM meeting, to conduct a manifestation determination, inviting the parent and student (if fourteen or older), to determine whether the student's misconduct is a manifestation of his or her disability.
- b. If the student is identified as Section 504 eligible, and the disciplinary sanction or cumulative disciplinary sanction could result in a suspension from school for more than ten (10) cumulative days, and the 504 TEAM determines that:
 - i. the student's misconduct has a direct and substantial relationship to his or her disability; or
 - ii. the student's violation of school rules is a direct result of a failure to implement the 504 plan,then the student will not be suspended from school for more than ten days per school year.
- c. In the event that the 504 TEAM determines that b (i) and (ii) above do not apply, then the Quaboag Regional Middle/High School Student Handbook disciplinary provisions may be imposed.

3. Evaluation / Re-evaluation

Students who are undergoing initial 504 evaluations, who may be subject to suspension or expulsion for more than ten (10) cumulative days, shall be entitled to a manifestation determination, as referenced above, prior to the imposition of a disciplinary sanction when such disciplinary sanction may exceed ten cumulative days per school year.

C. DISCIPLINE OF SPECIAL NEEDS STUDENTS (STUDENTS WITH IEPs)

1. The Principal or his/her designee will notify the Team Chair of any offense committed by a student on an IEP which warrants an in school or out of school suspension. The same notification shall occur for any student who is in the process of receiving a special education evaluation. A record will be kept of such notices.
1. When it is known that the suspension of a student with a disability may accumulate to more than ten (10) days in a school year, a TEAM meeting will be held in order to conduct a manifestation determination. The TEAM will make a finding as to the relationship between the student's violation of the discipline code and his or her disability as follows:

- a. If the IEP Team finds that the student's violation of the discipline code was caused by or was substantially related to his or her disability, or the TEAM determines that there has been a direct and substantial failure to implement the student's IEP, the student will not be suspended for over ten days in the school year.
- b. If the student's violation of the discipline code is not caused by or substantially related to his or her disability or to a direct and substantial failure to implement the IEP, a suspension for longer than 10 days may be imposed. The TEAM will determine an interim setting in which the student will receive services during periods of suspension over ten (10) days, which shall provide access to the general curriculum and special education services. All required regulatory procedures will be followed should further disciplinary consequences become necessary.
- a. If a student carries a weapon to school or to a school function, or if the student possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function, following a manifestation determination, the Principal may order a change of placement for up to forty-five (45) school days. This interim alternative educational setting (IAES) will be determined by the Principal and will provide access to FAPE as defined in 2(b). The student shall also be provided with a counseling component to address the misconduct during the student's placement in the IAES.
- b. At any time, and under any circumstances referenced herein, a parent may agree to place the student in an alternate setting, for ongoing educational services or pending resolution of a discipline dispute.

SEXUAL HARASSMENT

All persons associated with the Quaboag Regional Public Schools including, but not necessarily limited to, the School Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Quaboag Regional School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal, written, or physical conduct of a sexual nature (including harassment based on gender identity or nonconformity with sex stereotypes) may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Quaboag Regional School Committee will designate an individual to act as the school system's Compliance Officer. All students and employees will be notified of the name, office address and telephone number of the Compliance Officer.

SOURCE: MASC

UPDATED: July 2016

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

File: ACAB

File: JICFB

BULLYING PREVENTION

The Quaboag Regional Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means 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 the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as 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 the 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.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,

- Through the use of technology or an electronic device owned, leased or used by the Quaboag Regional Public Schools;

Bullying and cyber-bullying are prohibited 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 Quaboag Regional School District if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

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

Target Assistance

The Quaboag Regional Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Quaboag Regional Public Schools website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

UPDATED: July 2016

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JBA, Student-to-Student Harassment
JICFA, Prohibition of Hazing
JK, Student Discipline Regulations

E: PHYSICAL RESTRAINT OF STUDENTS File: JKAA

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Quaboag Regional School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

The following definitions appear at 603CMR 46.02:

1. Mechanical Restraint: The use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professionals, and are used for the specific and approved positioning or protective purposes for which such devices were designed.
2. Medication Restraint: The administration of medication for the purpose of temporarily controlling behavior. The term does not include medication prescribed by a licensed physician and authorized by the parent for administration in the school setting.
3. Physical Restraint: Direct physical contact that prevents or significantly restricts a student's freedom of movement. The term does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.
4. Prone restraint: A physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.
5. Physical escort: Temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
6. Seclusion: The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out.
7. Time-out: A behavioral support strategy in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming.

The use of mechanical or medication restraint is prohibited by the district unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of prone restraint is prohibited by the district. The use of seclusion is prohibited.

The Superintendent will develop written restraint prevention and behavior support policy and procedures including:

1. Methods for preventing student violence, self-injurious behavior, and suicide.
2. Methods for engaging parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.
3. A description and explanation of alternatives to physical restraint and method of physical restraint in emergency situations.
4. A statement prohibiting: medication restraint, mechanical restraint, prone restraint, seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00
5. A description of training requirements, reporting requirements, and follow-up procedures.
6. A procedure for receiving and investigating complaints regarding restraint practices.
7. A procedure for conducting periodic review of data and documentation on the use of physical restraint.
8. A procedure for implementing reporting requirements.
9. A procedure to orally notify the parent within 24 hours and written notification within 3 school working days of the restraint.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length and an annual refresher training.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student or others from injury or physical harm.

In addition, each staff member will be trained regarding the school's physical restraint policy in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited:

1. as a means of discipline or punishment, or
2. as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of assault or imminent, serious physical harm to the student or others, or
3. as a standard response for any student, or
4. when it is medically contraindicated

A teacher, employee, or agent of a public education program shall not be precluded from using reasonable force to protect students, other persons or themselves from an assault or imminent, serious, physical harm.

The program staff shall report all incidents of physical restraint to the principal or his/her designee. The staff member shall inform the principal or his/her designee of the physical restraint as soon as possible, and by written report, no later than the next school day. If the Principal has administered the restraint, the Principal shall submit a written report to an individual or team designated by the Superintendent. The Principal or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which shall be reported to the Department of Elementary and Secondary Education (DESE) annually.

All restraint-related injuries to a student shall be reported in written form to DESE within three (3) school working days of the administration of the restraint.

Principals or their designee shall conduct weekly individualized reviews and monthly schoolwide reviews of restraint data in accordance with 603 CMR 46.06(5)(6).

In no case, shall restraint be included in a student's Behavior Intervention Plan (BIP) or Individualized Education Plan (IEP).

SOURCE: MASC, MA Department of Elementary and Secondary Education
LEGAL REF.: 603 CMR 46.00

F. GRIEVANCE PROCEDURES

CR Criterion 11A Grievance Procedure

Student and Staff Grievance Policy

Any student or employee of the Quaboag Regional District who believes that he/she has been discriminated against, denied a benefit, or excluded from participation in any educational program or activity on the basis of sex, race, religion, color, national origin, **age, sexual orientation, gender identity, disability, or homelessness may file a complaint with:**

Robert Bergeron, District Compliance Officer

**QRSD
284 Old West Brookfield Road
P.O. Box 1538
Warren, MA 01083
(p) 413-436-5991 x1006
(f) 413-436-9738**

Students and personnel shall bring any complaints of discrimination to the District Compliance Officer. The Coordinator shall cause a review of the complaint to be conducted. If the matter is not resolved within (7) days, the student or the employee may appeal, in writing, to the principal, or immediate supervisor.

If, at the end of fourteen (14) days, the matter remains unresolved, the student or the employee has the right to appeal to the Superintendent of Schools. All complaints of discrimination are to be communicated to the Superintendent in writing.

The Superintendent shall investigate the complaint and respond, in writing, to the complainant no longer than fourteen (14) days after having received the complaint. If the complainant is not satisfied with the response, he/she may submit a written appeal to the School Committee, indicating the nature of the disagreement with the response.

If, after a thorough investigation, it is determined that discrimination or harassment has occurred, the district may impose disciplinary measures up to and including expulsion for students or termination for staff.

Students and employees of the QRSD, at any point in the process, may contact:

U.S. Department of Education – Office for Civil Rights
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111
Fax: 617-289-0150
E-mail: OCR.Boston@ed.gov

ADDENDUM TO DISCIPLINE (P. 41): Procedures for Superintendent Hearing:

CR Criterion 10C5 Revised 12/6/16

Procedures for Superintendent Hearing under 37H, 37H ½, and 37H ¾

Any student who is suspended or expelled by the Principal pursuant to Massachusetts General Laws, Chapter 71, **Section 37H** (for possession of a dangerous weapon, possession of a controlled substance, or an assault on school staff) shall have the following right of appeal before the Superintendent:

- The student shall have ten (10) days from the date of the suspension/expulsion to submit a written request for appeal to the Superintendent's office.
- The student has a right to counsel, at private expense, at any hearing before the Superintendent.
- The subject matter of any Superintendent's appeal hearing under Section 37H shall not be limited solely to a factual determination of whether the student violated the law.
- The Superintendent's decision shall be final.

Any student who is suspended or expelled by the Principal pursuant to Massachusetts General Laws, Chapter 71, **Section 37H ½** (related to the issuance of a criminal complaint charging the student with a felony or the student's conviction/admission of guilt with regards to a felony) shall have the following right of appeal before the Superintendent:

- The student shall have five (5) days from the date of the suspension/expulsion to submit a written request for appeal to the Superintendent's office.
- The Superintendent shall offer to hold a hearing with the student and student's parent(s)/guardian(s) within three (3) calendar days of receiving the student's request for appeal. The Superintendent and the student/parents may agree to convene the hearing at a later date.
- At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel, at private expense.
- The Superintendent shall render a written decision on the appeal within five (5) days of the hearing.
- The Superintendent's decision shall be final.

Any student who is suspended by the Principal for longer than ten (10) consecutive days pursuant to Massachusetts General Laws, Chapter 71, **Section 37H ¾**, shall have the following right of appeal before the Superintendent:

- The student shall have five (5) days from the date of the suspension to submit a written request for appeal to the Superintendent's office. Within those five (5) days, the student or parent may also request an extension of up to seven (7) additional days for filing the written request for appeal.
- The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.
- A good faith effort shall be made to include the parent/guardian at the hearing, including sending written notice to the parent of the date, time, and location for the appeal hearing.
- The student and parent(s)/guardian(s) shall have the same rights at the Superintendent's appeal hearing as they were afforded at the hearing before the Principal, including the right to request a copy of the audio recording of the appeal hearing.
- Within five (5) calendar days of the hearing the Superintendent shall issue his/her written decision on the appeal. If the superintendent determines the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than that of the principal.
- The Superintendent's decision shall be final.

Legal Ref: M.G.L., c. 71, §37H; M.G.L., c. 71, §37H ½; M.G.L., c. 71, §37H ¾; 603 CMR 53.09

Procedures for Education Services and Academic Progress (School-wide Education Service Plan)

CR Criterion 10C1

Revised 12/6/16

Any student serving an in-school or out-of-school suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress and earn credits, as applicable, during the period of his or her removal from the classroom or the school.

In addition, any student who is suspended from school for more than ten (10) consecutive days shall have the opportunity to receive education services through one of the following options of the district-wide education service plan:

- 1) Online courses: The district provides on-line courses (in all core areas and some electives). Parents/Students are notified by the Principal or his/her designee that they have been enrolled in Edgenuity, the district's on-line course program. To participate, the student must sign a contract with the Principal, Graduation Coach, Guidance Counselor, and parent. An individual meeting is scheduled with one of the above-mentioned district staff to show the student how

the program works. They are then expected to work from home. Student work is monitored by the Graduation Coach and Guidance Counselors. Upon request, parents may be provided with a weekly attendance log so they may also monitor their child's work.

- 2) After School tutoring: Tutoring shall take place in a neutral public location, unless appropriate documentation is provided from a physician indicating that the student is confined to the home for medical reasons. Once a tutor has been identified, the individual tutor and the family will communicate directly to schedule tutoring sessions.

Parents and students shall be notified of the opportunity to receive the above-referenced education services at the time that the student is excluded for more than ten (10) consecutive days, as well as contact information for a district staff member who can provide more detailed information.

Legal Ref: M.G.L., c. 76, §21; 603 CMR 53.13