

TAHANTO REGIONAL HIGH SCHOOL

DRAFT



STUDENT HANDBOOK 2021-2022

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Accreditation Statement

Tahanto Regional High School is accredited by the New England Association of Schools and Colleges (NEASC).

The policies, rules, and provisions in this Handbook are intended to comply with all applicable federal and state laws and regulations. If any policies, rules, or provisions contained in this handbook conflict with any federal or state law or regulation, the law or regulation shall be controlling. Moreover, the policies, rules, and provisions contained in this Handbook cannot and do not anticipate every situation that may arise in the administration of the Tahanto Regional High School, and where no policy, rule, or provision of the Handbook directly applies to a situation, the School Committee, Superintendent, Principal, and, where appropriate, their designees, retain the discretion and authority to take reasonable action in accordance with or not inconsistent with federal and state laws and regulations. Disciplinary actions recommended by the disciplinary code herein are for advisory purposes only and do not bind the Principal, Superintendent, or School Committee; the Principal Superintendent or School Committee may take greater or lesser action depending upon the totality of the circumstances.

TAHANTO REGIONAL HIGH SCHOOL
BERLIN & BOYLSTON, MASSACHUSETTS

1001 Main Street, Boylston, MA 01505

Principal: Diane Tucceri

Assistant Principal: Sally-Ann Stukuls

Athletic Director: Matthew Porcaro

School Counselors: Ilene Rodman, Gregory Picariello

Accredited by the New England Association of Schools and Colleges

BERLIN-BOYLSTON REGIONAL SCHOOL COMMITTEE

Lori-Anne Hart
Dr. Susan Henry
Julie Lee
Keith Lewis
James Spencer
Michael Totman

CONTACT:

Administration/Main Office: 508-869-2333 ext. 2300
Counseling Department: 508-869-2333 ext. 2116
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<http://www.tahanto.bbrsd.org>

MISSION STATEMENT

Our mission is to support and to challenge students in achieving personal and academic excellence in a safe, collaborative, and student-centered environment.

VISION STATEMENT

Our vision is to create a tradition of developing responsible and reflective citizens
Who are college/career ready and life-long learners.

CORE VALUES AND BELIEFS

Our Core Values guide our decisions and anchor our actions in the pursuit of learning.

We are committed to fostering:

DETERMINATION

problem solving perseverance desire to succeed pride

EDUCATION

critical thinking access to resources technology effective communication

ENVIRONMENT

creativity extra-curricular opportunities confidence applying knowledge outside of school

RESPONSIBILITY

Strong sense of community service to others collaboration self-reflection
respect and empathy for others positive contributions to the community

FOREWORD

August 2021

Dear Students:

On behalf of the faculty and staff of Tahanto Regional High School, I would like to welcome back all students and extend wishes for a productive and enjoyable year!

A special welcome is extended to all new students with express intention to offer whatever support each of you may need as you begin your academic studies here at Tahanto. We are proud of the reputation for academic excellence that Tahanto has earned in the Worcester County area. This reflects well on our students, faculty and on the Berlin-Boylston community for providing the resources to run challenging curricula. Moreover, it should foster the message to each of you to meet the challenges of the educational opportunities offered and strive to do your best.

In providing a school atmosphere that is conducive to learning, this student handbook contains the basic rules and procedures for that purpose. It has been reviewed and updated to be as accurate and helpful as possible. Please make note of the new additions including the School Calendar and changes in the Discipline Code. We hope you and your parents will take the time to review all information including our philosophy and goals. If anything needs clarification, feel free to contact us.

It is our fondest hope that each of you will make the commitment to get the best education possible. Becoming involved with school activities and continuing to work toward creating lasting relationships with your classmates will enhance your experience here at Tahanto.

Again, wishing each one of you a rewarding and enthusiastic year!

Sincerely,
Diane Tucceri

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STATEMENT OF PURPOSE

Tahanto Regional High School is a community composed of students, faculty, administration, parents and staff committed to working cooperatively, to develop the intellectual and social potential of each student. Mutual trust and respect are encouraged. Students and teachers demonstrate a positive respect for one another.

A varied curriculum is offered to meet the needs of students of all levels of ability. Recognizing the different ways that students learn, we are committed to providing learning experiences using a variety of educational models, such as cooperative learning, projects, debates, group discussions, inquiry and investigation, discovery, open-ended questions, student-centered learning and differentiated instruction.

The philosophy is to keep the average class size small. Course overviews are distributed by each teacher at the beginning of the school year. These performance objectives are measured by a variety of teacher-constructed forms of evaluation and teacher observation. Student assessment is measured in the classroom, district determined measures and by studying and analyzing the results of standardized testing.

The curricula reflect a comprehensive and sequential development of concepts structured around affective and cognitive objectives. Students are encouraged to strive to the highest level of achievement. The music and art curricula offerings educate students to appreciate ideas and emotions conveyed in sound and image with the goal that they will understand and know the nature of the creative process and the role of the arts in reflecting and shaping the cultural heritage.

The language arts department offers a four-year sequential study of French and Spanish. Advanced Placement courses are offered in biology, chemistry, computer science, physics, psychology, calculus, statistics, U.S. history, European History and English. Library media and technology are used at all levels of instruction.

The school is involved in the school-to-work transition through the Assabet Collaborative. The Tahanto Pre-School offers a community service for preschoolers, as well as a comprehensive study in child development for the high school students. The Counseling Department coordinates college visitations and career day activities, and provides related technological software for students. Tahanto students also have the opportunity to become certified bank tellers through the Clinton Savings Bank School-Bank program, which is held at the Tahanto Branch of Clinton Savings Bank.

Students are encouraged and assisted with the continuation of schooling beyond high school. The athletic program provides our students with a variety of interscholastic and intramural sports at both the middle school and high school levels with emphasis placed on developing each student's scholastic and social skills as well as athletic abilities.

Tahanto Regional High School provides a supportive, respectful and challenging environment in which each student can strive to achieve his/her full potential.

STUDENT PERFORMANCE OBJECTIVES

We want our graduates to know and be able to:

- read effectively
- write effectively
- communicate effectively
- listen and view critically
- analyze, interpret, and evaluate information
- acquire, integrate, and apply essential knowledge
- apply skills (mathematical, literacy, scientific, historical, linguistic) to interpret information and solve problems
- use technology and a variety of resources to acquire, organize, and communicate information
- demonstrate responsibility for one's own learning and behavior
- treat others with respect regardless of their philosophy, culture, or religious belief
- demonstrate the ability to work collaboratively and independently
- make informed and responsible judgments regarding personal health
- understand and demonstrate a sense of community
- understand and respect the individual's rights and responsibilities in the school, community, and nation

<https://www.bbrsd.org/cms/lib/MA01907488/Centricity/Domain/4/calendar%20new%20format%202021-2022.pdf>

Berlin-Boylston Regional School District School Calendar 2021-2022

Approved 3-9-2021



July 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021 (2 student/4 staff)						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	O	PD	28
29	F	31				

O=Opening Day S=Staff PD=Full Day PD for Staff

P=Pres. Day & Interim

September 2021 (21 student/21 staff)						
Su	M	Tu	W	Th	F	S
				1	2	3
5	H		7	8	9	10
12	13	14	ER	PD	16	17
19	20	21	22	23	24	25
26	27	28	29	30		

H=Labor Day ER=Early Release PD Day

October 2021 (19 student/20 staff)						
Su	M	Tu	W	Th	F	S
				1	2	
3	4	5	6	C-T	PD	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

C-T=Conferences at Fall/Holiday Release/ Fall Only PD=No School for Students H=Columbus Day

November 2021 (18 student/19 staff)						
Su	M	Tu	W	Th	F	S
				1	2	
7	8	9	10	H	12	13
14	15	16	17	18	19	20
21	22	23	ER	H	H	27
28	29	30				

H=Veterans Day Thanksgiving C-E (Conferences at Elementary School- Early Release Elementary School Only) ER=Early Release for Thanksgiving

December 2021 (17 student/17 staff)						
Su	M	Tu	W	Th	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	ER	H	25
26	V	V	V	V	V	

ER=Early Release H=Christmas V=Winter vacation

January 2022 (19 student/19 staff)						
Su	M	Tu	W	Th	F	S
					1	
2	H	4	5	6	7	8
9	10	11	ER	PD	13	14
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

H=New Year's Day MLK Day M=No School for Students

February 2022 (15 student/15 staff)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	V	V	V	V	26
27	28					

H=President's Day V=Spring vacation

March 2022 (22 student/23 staff)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	PD	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PD=No School for Students

April 2022 (16 student/16 staff)						
Su	M	Tu	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	V	V	V	V	23
24	25	26	27	28	29	30

H=Patrick's Day V=Spring vacation

May 2022 (21 student/21 staff)						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	H	31				

H=Memorial Day

June 2022 (10 student/10 staff)						
Su	M	Tu	W	Th	F	S
			1	2	3	4
GR	6	7	8	9	10	11
12	13	L	15	16	17	18
19	H	21	SD	23	24	25
26	27	28	29	30		

GR=Graduation L=Last day of school H=Summer

V=Vacation

No School for Students **Early Release Days** **Last /First Day for Students** **High School Graduation**

GR - Elementary Conferences (early release)
CT - Tachanto Conferences (early release)
ER - Early Release
F - First Day of School

G - High School Graduation
H - Holiday (Central Office closed)
I - Interim Reports - High/Middle Schools
L - Last Day of School (early release)

O - Opening Day (all faculty and staff)
PD - Professional Day (full day, no students)
SD - Last Day for Students if all 5 Inclement Weather Days are Used

V - Vacation

SCHOOL PERFORMANCE OBJECTIVES

The school demonstrates its commitment to foster and expand community involvement through: The Principal's Newsletter (Tahanto Today), Parent Advisory Council, Annual Parent-Student Class Overviews, the School Council, Special Education Advisory Council (SEPAC), Tahanto Parent-Teacher Organization, Tahanto Music Parents Organization, Booster Club, Tahanto Scholarship Committee.

The school demonstrates its commitment to curriculum development through a five-year review of each curriculum area, setting of annual teacher goals, setting of annual department goals, setting of school goals and setting of system-wide goals, and the use of release time devoted to curriculum development.

The school demonstrates its commitment to make available to all members of the community opportunities to acquire technological skills through the community-school television studio, the public access catalogue, and the writing laboratory.

The school demonstrates its commitment to the need to strive for effective interaction and excellence with the larger community through: The Audubon Society, The Worcester Art Museum, Clark University, The Massachusetts Water Resources Authority, The Museum of Science, Atlantic Shark Conservatory and The Cape Cod National Seashore. The school demonstrates its commitment to provide career level educational opportunities through its senior project course, work-study, school banking program, community service and early childhood education/preschool program.

The school demonstrates its commitment to pupil services through College Services software and NAVIANC.

The school demonstrates its commitment to the special needs population by its unique programs: the Collaborative High School Program, the Peer Assistance Program, the Oral Interpreter and Speech/Language Pathologist Program, The L.I.F.E. Skills program, the Wilson Reading Program and inclusive education.

ADMINISTRATION CONTACT INFORMATION

PRINCIPAL

Diane Tucceri
Tahanto Main Office
1001 Main St., Boylston, MA 01505
508-869-2333

SECTION 504 COORDINATOR

Sally Stukuls
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SUPERINTENDENT / TITLE VI COORDINATOR

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508-869-2837

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

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ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING

Carol Costello
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DIRECTOR OF FINANCIAL SERVICES

Robert Conry
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DIRECTOR OF PUPIL PERSONNEL SERVICES / TITLE IX COORDINATOR

Karen Molnar
Office of the Superintendent
215 Main St., Boylston, MA 01505
508-869-2837

TECHNOLOGY COORDINATOR

Paul Mara
Office of the Superintendent

215 Main St., Boylston, MA 01505
508-869-2837

ASSISTANCE DIRECTORY

Absenteeism	Ms. Stukuls
Change of Address	Ms. MacDonald
Changing Schools	Ms. MacDonald
College/Career Information	Mrs. Rodman
Discipline Matters	Ms. Stukuls
Employment/Work Study	Mrs. Rodman
Health Concerns	Ms. Irgens
Locker Problems	Mrs. Angiulo
Lost and Found	Mrs. Angiulo
Parking	Mrs. Angiulo
Scholarships	Ms. MacDonald
School Adjustment Counselor	Ms. Ford
School Psychologist	Dr. Kim Trainor
Student Advisory Council	Ms. Tucceri and Ms. Stukuls
Student Council	Dr. Trainor and Mrs. Rinker
Tardiness	Ms. Stukuls
Transcripts	Ms. MacDonald
Truancy	Ms. Stukuls
Tutoring Due to Prolonged Illness	Mrs. Rodman and Mr. Picariello
Work Permits	Mrs. Angiulo

TELEPHONE EXTENSION NUMBERS

Tahanto Regional Middle/High School: 508-869-2333

...for the Principal's Office/Main Office, press 2300 or 2100

...for the Counseling Department, press 2116

...for the Nurse's Office, press 2303

...to report an absence press option 4

School Fax: 508-869-0175

Preschool: 508-869-1919

The Berlin-Boylston Regional School District Office: 508-869-2837

...for the Superintendent's Office, press 1107

...for the Business Office, press 1103

...for the Office of Pupil Personnel Services (Special Education), press 1105

...for the Technology Coordinator's Office, press 1109

...for the Curriculum Coordinator's Office, press 1111

**BELL SCHEDULE
2021-2022**

7:25 am	Teachers Arrive
7:30 am	Warning Bell
7:35-8:23	Period 1
8:26-9:14	Period 2
09:17-10:05	Period 3
10:08-10:56	Period 4
10:59-12:33	Period 5
10:59-11:33	Lunch 1
11:33-12:03	Lunch 2
12:03-12:33	Lunch 3
12:36 -1:24	Period 6
1:27-2:15	Period 7

Note: Periods 1 through 7 rotate through a six-day rotation.

GENERAL POLICIES

ATHLETICS

See Appendix IV: Athletic Handbook

ATTENDANCE AT AFTER SCHOOL ACTIVITIES

Students are prohibited from attending **ANY AFTER SCHOOL FUNCTIONS** if they have been absent for that day with an unexcused absence. Attendance is predicated on a student being present for 6 out of 7 classes.

ATTENDANCE POLICY

It is the intent of the Tahanto Regional High School Attendance Policy to support the school's performance objectives in the areas of academics and personal responsibility. In supporting student achievement, punctuality and attendance at school are recognized as the primary responsibility of the student and the parent/guardian. However, the school, through its attendance policy, intends to monitor and ensure regular attendance. The Education Reform Act of 1993 develops the relationship between student performance and attendance; and it also reiterates the inherent responsibility for school attendance by all three parties: the student, the parent/guardian and the school. The Reform Act describes the student as a productive contributor and an active participant in order to fulfill the purpose of the school in providing for student achievement. In the end, if students are present and on time, they will be prepared to enter into a future workforce as both competent and effective contributors to society. Therefore, the purpose of the guidelines provided in this attendance policy is to support the view of the responsibility of the student, the parent/guardian, and the school.

I. Class Attendance

A. School is compulsory for students under the age of sixteen (16). A student may be considered truant and court proceedings initiated when the student accumulates seven (7) unexcused absences in a six-month period. (See M.G.L. c. 76, § 2).

Absenteeism -The principal shall meet with any student, and that student's parent/guardian, who has missed (3) or more days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

A student who enrolls in a course is expected to be present each time class is in session. The maximum absence limit in each class is 4 unexcused per semester. Absences will be treated as follows:

1. After 3 unexcused absences from class a form letter will be sent to the parent/guardian.
2. The parent/guardian will be required to meet with administration regarding absences.
3. At the 5th unexcused absence there will be a loss of 2 1/2 credits and a letter sent home.

B. Although all absences will be kept on file, tabulation of absences will begin each semester.

C. **Vacations taken during school time will be counted as unexcused absences. No vacations, sports camps, etc. should be scheduled prior to July 1 as the last day of school is not determined until the Spring due to snow days.**

D. All notes will be given to the Attendance Officer/Main Office on the day the pupil returns to school following an absence. **Notes from parents do not excuse absences, tardiness or dismissals.** The only

exception: three parental excusals for **illness** as described in Section II, Item F. The notes are important documentation should the request for a waiver be necessary.

E. Any student who is not in attendance for more than one-half of the class period will be considered absent.

F. Calling the school nurse DOES NOT excuse the absence.

G. Students may make-up absences beyond 5 by attending Saturday School at administrative discretion.

II. Excused Absences (Absences Not Counted Toward Maximum Absence Limit)

- A. Death in the family (parent, sister, brother, grandparent, aunt, uncle, niece, nephew, cousin)
- B. Doctor/dentist appointment — obtain proof from physician/dentist
- C. School sponsored activities such as field trips and post-secondary interviews.
- D. Post-secondary visitations (maximum of 3 for juniors and seniors) must be approved by the Counseling Department at least 2 days prior to the planned visit. Excusals will not be granted if paperwork is not completed 2 days prior. Verification of the visit must be provided from the school visited upon return.
- E. The observance of religious holidays.
- F. Parent excusal (three per semester for illness.)
- G. Out-of-School Suspension

III. Extended Medical Absences

The following guidelines have been established in the unfortunate event of a medical diagnosis which renders a student unable to attend school for an extended period of time. A note will be provided to the school nurse from the students' health care provider documenting the reason and outlining the expected return to school date. The physicians' signature as well as the date is required.

If a student is absent 14 or more school days, the parent/guardian will provide the school nurse with medical updates from the physician every three weeks. It is imperative that the notes continue to be provided by the medical provider who initially excused the student.

The school nurse may remind parents/guardians to provide the school with updates every three weeks. Parents may authorize direct communication between the school nurse and the students' medical provider, to discuss student progress.

Students who experience an extended medical absence will not be allowed to attend or participate in any extracurricular activities until a back to school transition plan has been completed and signed by the students' primary care provider.

Students and their parents should be in close contact with teachers and administration regarding missed work and appropriate timelines for completion.

As frequent and prolonged absences may result in possible loss of credits, it is important for students, parents and school personnel to communicate frequently regarding the students' academic status.

IV. Tardiness

A. Four tardies to class will be considered an absence.

B. Tardiness to school which results in tardiness to class will count as a tardy to the class as well as tardiness to school.

C. Students must check in to the main office if arriving at school later than 7:35. **Failure to do so will result in an office detention.**

Excused Tardiness

Doctor/dentist appointment — obtain proof from physician/dentist

V. Dismissals

If a student needs to be dismissed from school, he/she must bring in a note from home signed by a parent and containing the date, time and reason for dismissal. **This note is due to be in the main office no later than 8:00 a.m.** on the day of the dismissal. Dismissals occurring during the school day in which the student leaves and then returns will be allowed only for doctor's appointments, family emergencies or legal matters. Any dismissal of this kind that does not fall into these categories must be cleared with the administration before dismissal may take place. (In permissible cases where a student has reason to leave the building during the school day, he/she must report to the main office upon returning to school.) Requests to leave for lunch, to get homework, gym clothing, etc. will not be honored. In general, early dismissals for other than the prescribed reasons are not condoned.

Telephone calls from parents prior to a dismissal will be accepted only on an emergency basis and any arrangement for transportation will be the responsibility of the parent. The student must then report to the office prior to dismissal to verify the dismissal. In cases where a student becomes ill during the school day he/she will be dismissed by the nurse. A dismissal by the nurse for illness will be considered an excused absence. The student must be reminded of the possible loss of credit associated with dismissals that are determined by the Attendance Policy to be unexcused absences.

- A. Classes missed because of dismissal from school count as absences from class unless excused by the exceptions noted in Part II.
- B. **All dismissal notes must be handed in before the start of the school day.** Each note must contain the parent's signature, reason for dismissal and phone number where a parent may be called. Notes must be approved by the Administration by 8:00 a.m. Students being dismissed **MUST CHECK OUT WITH THE OFFICE WHEN LEAVING AND CHECK IN UPON RETURN.**
- C. Students who become ill after arriving at school may be dismissed by the school nurse without penalty.

Faculty Responsibility

Faculty members will record all absences from or tardiness to class. After the third absence from class in one semester the teacher will notify the office who will in turn notify the parents. On the fifth absence the teacher will notify the Administration.

VI. Loss of Credit

- A. In any case where a student fails to receive credit for any course, the final grade will still be recorded on that student's permanent report card.
- B. In the case where a student receives a passing grade for a course required for graduation (e.g. American History) but due to absences receives no credit, the graduation subject requirement will be considered fulfilled. The student may have to repeat this course, or pass some other course in order to achieve the minimum credits required for a Tahanto Regional High School diploma.

VII. Request for Waiver

- A. Waiver of the policy will be heard by a Review Board consisting of the Administration and the Discipline Review Committee. The Review Board will be permitted to waive or modify the class attendance policy where, in their judgment, reasonable grounds for the absence exist.
- B. All requests must be made in person to the Principal by the parent or guardian within 10 school days of notification of loss of credit.
- C. Decisions made by the review Board may be appealed to the Superintendent of Schools and ultimately to the School Committee if not resolved at the Superintendent's level.

VIII. Other

- A. For students who transfer to Tahanto Regional High School after the start of a semester, the maximum absence limit will be equal to 10% of the remaining days of the semester.
- B. Suspensions:
 - 1. Class periods spent in the in-school suspension room do not count toward the maximum absence limit.
 - 2. Days absent due to out-of-school suspension do count toward the maximum absence limit.
- C. If students change classes during a semester, the total accumulation of absences will be carried over into the new class.
- D. Excusal notes from doctor/dentist **MUST** be given to the Main Office within fourteen (14) calendar days of the absence. **Failure to do so will constitute the absence as unexcused.**
- E. Students will be given two days for each one that they are absent (excused) from school in order to complete all make-up work.
- F. Loss of credit due to excessive absences may be made up by attending and successful completion of a Summer School Course. Prior approval from the student's school counselor and the Principal/Assistant Principal is needed.

BUS CODE

Bus transportation is provided for all students who are residents of Berlin and Boylston only. A few simple rules must be observed by all riders to provide for overall safety.

- 1. Pupils must obey the driver promptly and willingly.
- 2. Proper conduct must be observed.
- 3. Smoking (incl. E-Cigarettes) and eating on the bus are prohibited.
- 4. Students are prohibited from extending any object or part of their body out of a bus window.
- 5. Pupils must cross the highway or street only in front of the bus.
- 6. Be on time to the bus stop.
- 7. Stay off the road while waiting for the bus.
- 8. Students at bus stops and on the bus must comply with all other school rules, policies, and the code of conduct including but not limited to the rules/policies prohibiting bullying, hazing, smoking, weapons, and drugs/alcohol.

Failure to observe the above rules can result in a loss of bus privilege. The bus driver or principal may also assign a student to a particular seat.

CAFETERIA

The Cafeteria operates a hot lunch program for the entire school. Choices are available daily either from the daily lunch line or the a la carte line. The cafeteria area is the only place students should be at lunch. All students are responsible for returning trays and eating utensils to the proper area and cleaning their table area as soon as they are finished eating. Appropriate decorum and respect to one another is expected at all times. Infractions may result in detention or suspension in accordance with the Tahanto Discipline Code or exclusion from the cafeteria for a period of time.

CANCELLATION OF SCHOOL

In the event of inclement weather, school may be either delayed or cancelled. The Superintendent of Schools will send an automated phone message to all families and staff in the Tahanto community announcing either the close or delay of school. Television coverage of delays or cancellations may be broadcast by channels 4, 5 and 7 in Boston, and on area radio stations.

CARE OF TEXTBOOKS

Textbooks are issued to the students with the understanding that care will be taken to keep them in good condition. All textbooks must be kept covered. Book covers may be available in the Counseling Department, or the students may provide suitable covers from other sources. It is especially important that the books are not stuffed with quantities of paper, or with such bulky items as pencils or rulers, since this practice can ruin the binding of a book. Students will be charged for lost or damaged books. Any kind of writing in the book will be considered damage to the book.

CHEATING

Academic integrity is important at Tahanto Regional High School and the belief that students will always do their own work is essential to that integrity. Cheating is obtaining information or copying another's work for the purpose of presenting it as one's own work, or providing information to others who have not acquired it through work of their own. The middle/high school faculty considers plagiarism to be the intentional use of material (from books, magazines, the Internet, journals, electronic media, etc.) without properly crediting and citing the original source or author. This includes copying of papers, paragraphs, ideas, parts of sentences, sentences, and calling the work one's own. Paraphrasing material without proper documentation is also plagiarism. Both cheating and plagiarism are unacceptable, dishonest, and indicate a lack of integrity. Cheating and plagiarism will not be tolerated and will result in the following disciplinary action:

1. The paper will be collected and the course instructor will issue no credit, or a zero.
2. The matter will be referred to the Principal or Assistant Principal and a letter will be sent home to the parents.
3. The National Honor Society (if applicable) will be notified if a member is judged or observed to be cheating.
4. The incident will be recorded in the student's file.
5. The student will receive a Saturday School assignment

CLASS DUES

For grades 9-12 the amount of class dues is established by the class advisor and class officers. Generally, it is \$25.00 per year. A student is expected to pay class dues each year. After four years, class dues help to defray the cost for a graduating student's diploma, cap and gown, and yearbook. Class dues also may support other class activities at the choice of the class, class advisor, and class officers.

COMMUNITY SERVICE VOLUNTEER PROGRAM

The Community Service Volunteer Program is designed to give students the opportunity to reach out and help others in their school and community. Through the Community Service Volunteer Program students can strengthen communication skills, explore career opportunities, learn the importance of giving and serving, develop leadership skills and assume responsibility. Students in this program will be giving something back to the community on a volunteer basis.

Students selected to participate in the Community Service Volunteer Program must meet the following requirements:

1. Obtain parental consent;
2. Possess a satisfactory attendance record;
3. Provide his/her own transportation if the program is outside the school;

4. Maintain a satisfactory academic average;
5. Comply with the rules and regulations of the school.
6. Keep a journal of their volunteer program.
7. Volunteer in a program that will satisfactorily give him/her practical experience. This will be determined by the Administration.
8. Obtain advance approval from Administration to participate in a Community Service Volunteer Program.

The Counseling Department will set up interviews with the student to see that all the requirements of the Community Service Volunteer Program are being met. Students enrolled in the Community Service Volunteer Program will be required to volunteer a minimum of 20 hours per semester. Students will earn 1½ credits per year for participating in the Community Service Volunteer Program.

COMPREHENSIVE EXAMINATIONS

Comprehensive examinations are given both at mid-year and at the end of the year to students in grades 9-12. These examinations are given a value of one-fifth of the semester grade. All students in grades 9-11 are required to take finals regardless of their average.

SENIOR EXAM EXEMPTION POLICY

It is important to note that any senior who qualifies for the exam exemption with a minimum grade may, however, take the final exam if he or she chooses to do so. The course grade including the final exam grade will be included in the final course grade. Seniors may be exempt from the semester exams in January and May if the following conditions are met:

1. The student must achieve a minimum grade of A- (90-92) average for the two terms in the semester.
2. The student must have no more than 4 days of unexcused absences for the semester.
3. The student must have no class cuts in the course.
4. Seniors who are in AP courses and do not take the AP exam are required to take a final exam, regardless of their grade.

COMPUTER RESOURCES POLICY

For more information, see Appendix II: Technology Acceptable Use Policy and Agreement of Understanding.

Computing and information systems serve a large number and variety of users – students, faculty, staff members and outside clients. Every member of this school community has two basic rights regarding computing — privacy and a fair share of resources. It is unethical for any person to violate these rights. All users, in turn, are expected to exercise common sense and decency with regard to the school community's computing resources.

Unacceptable uses of these resources will result in the suspension or revoking of computer privileges as well as discipline and/or monetary consequences. Examples of such unacceptable uses are:

- Use of computer resources for any illegal activity, including violation of copyright or other contracts
- Use of computer resources for financial or commercial gain
- Destruction of computer hardware or software
- Degrading or disrupting equipment or system performance
- Loading software onto computers without authorization from the computer coordinator
- Vandalizing the files of another user
- Wastefully using computer resources

- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals, both student and faculty
- Using an account owned by another user
- Posting personal communications without the author's consent
- Use of computer resources for pornographic material
- Giving out a personal account number

COMPUTER LABS

Students desiring to utilize a computer, or wishing to do research should use the library. No student may be in a lab unless supervised by a teacher. **1st offense** — immediate restriction from Lab that day. **2nd offense** — 5-week restriction. **3rd offense** — restriction until the end of the school year.

COMPUTER VANDALISM POLICY

Due to the complexity and cost of technology within Tahanto Regional Middle/High School, when any student action results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student and or their legal guardian.

Equipment: If a student damages the equipment and service is required (i.e., such as, but not limited to, switching keys on the keyboard, changing dip switches, etc.), the student will pay for the service call and will be assigned to in-school suspension. A second offense relating to equipment damage will result in the student paying for the service and being restricted from use of the computer labs for the remainder of the year.

Files: **1st offense** — Student will receive after-school detention equal to the time needed for the computer coordinator or technician to repair/replace any damaged files. **2nd offense** — If a student is in a file or part of the program where he or she does not belong, the teacher will refer the student to the Dean of Students and the student will be subject to a 5-week suspension from the use of the computer lab. **3rd offense** — The student will have restricted access to the computer labs for the remainder of the school year. In all cases if a student gets into a file or a part of the program that results in a service call, and the technician can directly connect repair to the student's actions, the cost of the service will be incurred by the student.

Storage Devices (i.e. flash drives): If a student's storage device becomes unusable, the replacement cost will be incurred by the offending student.

HEAD INJURY AND CONCUSSION POLICY - JJIF

Purpose

The Berlin-Boylston Public Schools have established a policy to be in compliance with Massachusetts's law entitled, *An Act Relative to Safety Regulations for School Athletic Program*, enacted to protect the safety and wellness of young athletes. Annual training will be provided as defined in the regulations. The Berlin-Boylston Public Schools will provide protocols to standardize procedures for persons involved in the prevention, training, and management of head injuries, including return to activity decisions, by exercising ordinary care in assuring the health and safety of their student athletes. This involves students who incur head injuries while involved in extracurricular athletic activities as well as during the school day.

The protocol is in compliance with the law to ensure the health and safety of all students. It shall be reviewed and revised as needed, but at least every two years. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS.: M.G.L. 111:222; 105 CMR 201.000
Approved: *Berlin-Boylston Regional & Union #60 School Committee – August 25, 2015*
Boylston School Committee – August 25, 2015
Berlin School Committee – August 25, 2015

COUNSELING DEPARTMENT

The Counseling Department's role is to assist the students in assessing their interest, abilities, and aptitudes, and in directing them to develop their inherent talents to the fullest. The counselors are readily available for problems of an educational, vocational or personal nature. Any student wishing to see a counselor should make an appointment with the administrative assistant in the Counseling Department. If an appointment conflicts with a class exam or experiment, the student should see the administrative assistant for rescheduling.

COUNSELING SERVICES

Counseling is available at Tahanto to help students overcome issues or problems they encounter that interfere with their education. At certain times in our lives, we all encounter obstacles that impede our progress. Our ability to work through or overcome these obstacles is what builds positive self-esteem. Counseling is usually short-term and directed toward helping a student to reach his/her self-defined goal. The focus is on what students can do to help make things better for themselves.

Typical issues addressed include school, work or family issues, depression, anxiety, anger management, loss, grief, harassment, abuse, relationships with parents, and loved ones, and substance use and abuse.

If students are interested in finding out more about counseling services, they should speak to the school psychologist, school adjustment counselor, school counselor, school nurse, or leave their name with the Counseling Department administrative assistant. Individual or group support sessions are ongoing. Parents or teachers can also make referrals.

DANCES

Dances for high school will be from 7:00-10:00 p.m. Homecoming and Prom will be from 7:00-10:00. Only Tahanto students are allowed at dances unless permission has been secured through the Administration.

All students attending a school dance or prom must be in attendance the day of the dance for 6 out of 7 periods. Students attending a Prom or Dance scheduled on a Saturday must be in attendance the day before. No middle school student may attend a high school dance nor high school student attend a middle school dance. No student will be admitted to a dance after 8:00 p.m. unless previously approved by the administration.

DISCIPLINE REVIEW COMMITTEE

A Discipline Review Committee composed of teachers, parents, students, and administration will review the Discipline Code each year. In addition, the Discipline Review Committee may serve as an advisory group to the Principal in the case of a student who habitually violates the Discipline Code and as the Board for a hearing if one is requested in accordance with the Attendance Policy.

DRESS CODE

A. All acceptable styles governed by good taste, current and future, will be permitted.

B. Current limitations on the dress code are:

1. Footwear must be worn at all times.

2. No slippers will be permitted.

3. Clothing of indecent exposure will not be permitted.

4. Excessively torn or ripped garments (those that show exposed skin through the garment) will not be permitted.

5. Clothing on which improper language is printed will not be permitted. In addition, clothing on which language or graphics are used to advertise or promote smoking products, violence, drugs and/or alcohol will not be permitted.

6. No hats, sweatbands, or head coverings of any description will be worn within the school building.

7. Shorts, skirts and dresses worn in school must extend to the tip of the fingertip when both arms are extended by the side.

8. Any styles which are deemed a safety hazard or a health hazard will not be permitted.

9. Outerwear (jackets, etc.) are not to be worn during class.

10. All shirts must cover the shoulders-no string-strapped tank tops, tube tops, halters, muscle shirts or one wide-strap tops will be permitted

11. No bare backs, bare midriffs, no low cut shirts/blouses that expose cleavage or undergarments.

12. No visible underwear.

13. Sunglasses are not to be worn inside the building, except when prescribed by a doctor for inside wear.

14. Pajama or pajama like clothing may not be worn in school.

[Berlin-Boylston Regional School District Dress Code Policy](#)

Please click above for BBRSD District Policy Language

We believe that all Tahanto students should be empowered to take pride in their personal appearance. With this in mind, appropriate dress should be worn for both the school day and all events that are sponsored by the school.

Tahanto Administration is dedicated to engaging in conversation with students regarding dress when necessary and appropriate to come to an understanding of the students' clothing selection. Every effort will be made to ensure these conversations maintain the privacy and comfort of the student.

This dress code has been written with specific considerations to equity and interpersonal respect which should be carried through in enforcement of this dress code.

The following guidelines are in place to assist students in determining appropriate dress for school.:

- There should not be any exposed undergarments, midriffs, buttocks, or torsos.
- There should not be any clothing that includes words, pictures, et cetera that are vulgar and/or suggestive of vulgarity; items that promote or advertise alcohol, drugs, tobacco, prejudice, sexual innuendo or promote inappropriate behavior; obscenities, words or symbols that will knowingly incite others or words or symbols that put down (defame) the beliefs or heritage of others.
- Students must avoid wearing hats, bandanas, hoods, sunglasses, durags, handkerchiefs, or other items that cover the head or face and/or interfere with identifying a student. Upon consultation with the administration, exceptions may be made for items worn due to religious or medical circumstances.

A student who is reported to be in violation of this dress code will be asked to speak with an administrator. If a violation is determined, the student will be required to change into acceptable clothing. If there is none available, parents will be required to bring clothes to school.

DUAL ENROLLMENT PROGRAM/12TH YEAR PROGRAM

The Dual Enrollment Program was authorized by the Massachusetts Education Reform Act of 1993. Qualified public high school juniors and seniors can earn both high school and college credit through this program. The Commonwealth, subject to appropriation, will reimburse public colleges and universities for the tuition and fees for participating students. Tahanto juniors and seniors who meet state and Tahanto qualifying criteria will be allowed to enroll in any appropriate college course(s) except those offered in the Tahanto High School program of Studies. **Only students with a minimum of a 3.0 are eligible to apply.**

12TH YEAR PROGRAM AT QUINSIGAMOND COMMUNITY COLLEGE

Students who do not qualify academically for the Dual Enrollment Program may apply for Quinsigamond Community College's 12th Year Program. Interested students should meet with their school counselor for further information the semester before they plan to enroll.

ELECTRONIC DEVICES

Students may bring cellphones to school; however, these devices shall be used at teacher discretion and for educational purposes only during school hours. Students must comply with individual teachers' requirements regarding cell phones. A Student whose cell phone goes off in class or is caught using the cell phone for non-educational purposes will be required to turn his/her cell phone in to their teacher who will submit the phone to the administration. Cell phones and electronic devices that are turned over to the administration will be held in the office until the end of the day for the first offense. After this the cellphone will be held in the office until a parent is able to pick up the device. A Student who does not turn in his/her cell phone will be referred to the office for disrupting the learning environment and insubordination. Please see Discipline Code for discipline related to cell phone use.

HeadPhones/earbuds: For safety reasons headphones/earbuds should not be used/visible in the hallways between the hours of 7:30-2:15. Use during classes is at the teacher's discretion. Any student seen using headphones/earbuds not in accordance with the above will be asked to turn them over to the teacher or administrator who will submit them to the main office.

iPads/Kindles etc: Students may be allowed to use certain electronic devices, like Kindles, Nooks, iPads, and other tablets, at the discretion of the classroom teacher. These devices should be used for educational purposes only.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

- A. To participate in extracurricular activities, including becoming a candidate for a leadership position as class officer, student council member, or student advisory committee member, a student must satisfy the minimum academic requirements of the Massachusetts Interscholastic Athletic Association.
- B. A candidate must be a member of the class he/she will be representing. If, at the beginning of a given year, a student does not meet the above membership qualifications, a new election will be held to replace that student.
- C. Eligibility will furthermore depend on the quality of the student's daily conduct, as judged by the Administration.
- D. Any major violation of the discipline code will result in the student being removed from the elected office held.

Academic Requirements

The primary reason for a student to be in school is for academics. Extra help and academic activities take precedence over the participation of the student in an extracurricular activity. Students are strongly encouraged to and expected to notify the Advisor in advance when they will not be at an extracurricular activity due to academic reasons.

A student must secure during the last marking period preceding the extracurricular activity (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade (numerical grade of 65 or above) in all but one major subject. Major subjects are those classes that meet five days per week. At Tahanto, this means that students cannot be failing more than 1 major subject.

Eligibility for fall extracurricular activities is determined by the final year marks.

Incomplete grades do not count as passing grades.

The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that marking period have been issued to the parents of all the students within a particular class.

Academic eligibility is required for a student to participate in any extracurricular activity with the exception of Homework Club.

A student cannot count towards eligibility for any subject taken during the summer, unless that subject has been taken and previously failed.

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts Equal Educational Opportunities Law, which prohibits discrimination in public school admissions and programs. The law reads as follows:

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

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Education in compliance with this law will be followed.

LEGAL REFS.: 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; Title IX, Education Amendments of 1972; M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971); BESE Regulation 603 CMR 26.00; BESE Regulation 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

Approved: *Berlin-Boylston Regional / Union #60 School Committee – December 18, 2012*

Boylston School Committee – December 18, 2012

Berlin School Committee – December 18, 2012

NONDISCRIMINATION - AC

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system 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 Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. 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 or disability, their complaint should be registered with the Title IX compliance officer.

LEGAL REFS.: Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Equal Pay Act, as amended by the Education Amendments of 1972; Title IX, Education Amendments of 1972; Rehabilitation Act of 1973; 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 2011; M.G.L. 76:16; BESE Regulation 603 CMR 26.00 Amended 2012; BESE Regulation 603 CMR 28.00

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex; ACAB, Sexual Harassment; ACE, Nondiscrimination on the Basis of Handicap; GBA, Equal Employment Opportunity; JB, Equal Educational Opportunities

Approved:
Berlin-Boylston Regional / Union #60 School Committee – December 18, 2012
Boylston School Committee – December 18, 2012
Berlin School Committee – December 18, 2012

NONDISCRIMINATION ON THE BASIS OF SEX - ACA

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. 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 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.

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); BESE Regulation 603 CMR 26.00

CROSS REF.: AC, Nondiscrimination

Approved:
Berlin-Boylston Regional / Union #60 School Committee – December 18, 2012
Boylston School Committee – December 18, 2012
Berlin School Committee – December 18, 2012

NONDISCRIMINATION ON THE BASIS OF HANDICAP - ACE

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504; Education for All Handicapped Children Act of 1975; M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972); Title II, Americans with Disabilities Act of 1992 ; Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS.: IGB, Support Services Programs

EXTRA HELP

Teachers are available one day per week until 2:40 p.m. Students who desire assistance in any subject area are encouraged to avail themselves of extra help sessions. Extended time for extra help may be arranged through consultation with the individual teacher.

FIELD TRIP POLICY

Students who miss classes due to a school-sponsored field trip are not considered absent on that day. **Therefore, they are expected to be fully prepared to participate in every class the day following the field trip.** It is the student's responsibility to see each teacher on the day of the field trip, or before, to ascertain what work they will miss. **A field trip does not excuse a student from a quiz or test given the next day.** School sponsored field trips require a signed permission slip from parents in order for students to participate. Any major violation of the discipline code including excessive absences may affect a student's eligibility to participate in school sponsored field trips. Students must obtain permission from their teachers and an administrator before they are allowed to attend any field trip. **Students are not allowed to drive other students on any school-sponsored field trip or school-related activity. All school rules apply.**

FIRE/EVACUATION DRILLS

Fire/Evacuation drills will be held regularly during the school year. The drill instructions are posted in each classroom. Students are to follow these instructions under the direction of the teacher. While passing to and from the exit in a single file there will be no talking or running.

GAMBLING

Card playing or any form of gambling will not be tolerated in school or at school activities. Any student caught gambling will be reported to the Principal or Assistant Principal for disciplinary action.

HEALTH DEPARTMENT

A registered school nurse is employed full time and available for consultation. The school physician is not on duty at the school. The nurse is scheduled to work between the hours of 7:25 a.m. until 2:20 p.m.

The school follows the recommendations of the MA Department of Public Health School Unit. The School Health Unit amends these recommendations as illness trends change in the state.

MEDICATION POLICY - JLCD

ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. The School Physician will write standing orders each year for over the counter medications such as Tylenol and an emergency use Epi-Pen, which can be given to students with parent permission. When the school nurse is not present, every attempt will be made to find a certified substitute nurse. In the rare event that a qualified substitute cannot be found, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

If the correct dosage of the medication has not been placed in an individual container clearly marked with the student's name by a nurse, parents of students who require medication will be notified, and given the option of coming to school to administer medication to their child, or taking the student home for the day.

1. Delegation of Epipen Administration to Unlicensed Personnel

The school nurse shall register with the Dept. of Public Health, maintain Epi-pen and field trip delegation certification, and train personnel in the use of Epi-pens. If administration on a field trip is delegated, the school nurse will inform the parent of the specific staff member who has been taught to administer and have obtained the parent's approval.

2. Delegation of Other Medication to Unlicensed School Personnel

The school nurse shall in each instance determine if it is medically safe and appropriate to delegate prescription medication administrations. All prescription medications shall be administered by properly trained school personnel under the direction of the school nurse. Training shall be provided under the direction of the school nurse. The school nurse shall

document the training of unlicensed personnel designated to assume the responsibility for prescription medication administration. The school nurse shall provide a training review and informational update at least annually for those school staff authorized to administer prescription medications.

The school nurse and other designated professional staff will be trained to administer nasal naloxone to individuals who experience a life threatening opiate overdose in the school setting. Stock supplies of nasal naloxone should be maintained by the school nurse for this purpose. In accordance with the proposal of the school nurse and school physician, the local School Committee may approve categories of unlicensed school personnel to whom the school nurse may train in the responsibility for administration of nasal naloxone in the school setting to individuals with life-threatening opiate overdose events. The training program is managed by the school nurse in consultation with the school physician. The school nurses should select the individuals authorized to administer nasal naloxone. The school personnel authorized to administer nasal naloxone may be trained by the designated school nurse.

Following consultation and approval by the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

LEGAL REF.: M.G.L. 71:54B; Dept. of Public Health Regulations: 105 CMR 210.00

NOTE: Regulations that govern the administration of prescription medication in public and private schools specifically detail the procedures that need to be followed. There are provisions for non-medical personnel to be authorized to administer these medications but the requirements of this regulation must be followed in order to receive permission for this exception. It is advisable for the School District to refer to DOPH Regulation 105 CMR 210.00 before developing the policy JLCD. The regulations also require procedures be published and this should be done by creating the Regulations/Procedure coded: JLCD-R

Approved: *Berlin-Boylston Regional / Union #60 School Committee – August 30, 2016*
 Boylston School Committee – August 30, 2016
 Berlin School Committee – August 30, 2016

PHYSICAL EXAMINATIONS

A current physical (within the past 13 months) is **mandatory** for all students entering the school and them again when entering the 10th grade. **All students who participate in sports must have a current physical on file during that sport. A sports note is not acceptable.**

Changes to School Immunization Requirements – Fall 2011

Vaccine requirements

- 2 doses measles, mumps and rubella (MMR) vaccine for entry to kindergarten, 7th grade, full-time college freshman and health science students (currently 2 doses of measles and 1 dose of mumps and 1 dose of rubella vaccine are required for these groups).

- 2 doses of varicella vaccine for entry to kindergarten, 7th grade, full-time college freshman and health science students (currently 1 dose of varicella vaccine is required for entry to kindergarten and 7th grade and there is no varicella requirement for college).
- 1 dose Tdap for entry to 7th grade, full-time college freshman and health science students (currently 1 dose of Td is required for these groups).
- Massachusetts school immunization requirements can be found on the following website: www.mass.gov/dph/imm

Religious exemptions must be on file in the nurse's office.

Screenings

In accordance with mandated requirements by the MA Department of Public Health, the following screenings will take place during the school year.

Vision and Hearing:	Grades 7 and 10
Height/Weight/Body Mass Index:	Grades 7 and 10
Postural Screenings:	Grades 6-9
S.B.I.R.T. Screening	Grades 7 and 10

If you do not want your child to participate in one or more of the screenings, please notify the school nurse in writing at the beginning of the school year.

Students who are 18 years old may give permission and transport their medication to and from the school but they will still need a physician's order.

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the District will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
158764608. 7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the District's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the District.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the District's decision and their appeal rights in writing. The District's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to District policies.

If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the District liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to District policies. Emergency contact information is required at the time of enrollment consistent with District policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The District's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The District's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

LEGAL REFS.: Title I, Part C, No Child Left Behind Act, 2002

HOMEWORK POLICY

Parents should call the Counseling Department, 508-869-2333 x2116, by 9:00 a.m. when requesting homework for a student who has been absent for at least 2 days. The Counseling Department will then request homework for students who have been absent. Homework will be available for parents to pick up in the main office after 2:15 p.m.

Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents

II. Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Tahanto Regional High School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives.

Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

III. Time:

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

IV. Late Work Policies:

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion.

- partial credit
- no credit
- missed reward activity
- communication with parents

Please refer to the Tahanto Regional High School Student Handbook regarding policies for missed work due to illness or absence.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose of the assignment
- Give feedback and/or correct homework
- Communicate with other teachers regarding major assignment dates
- Set varied, challenging and meaningful tasks related to class work that are appropriate to the students' learning needs and to the intended outcomes of the unit of work being taught
- Giving students enough time to complete homework, taking into account home obligations and extracurricular activities
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day for your child
- Establish a quiet study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down assignments in your agenda book

- Be sure all assignments are clear; ask questions if necessary
- Set aside a regular schedule/time to study
- Find a quiet place to study
- Work on homework independently so it reflects your true ability
- Produce excellent work
- Make sure assignments are done according to the given instruction and completed on time
- Prepare and develop a schedule to complete long term/major assignments and tests

HONOR ROLL

The Tahanto Regional High School honor roll will be determined as follows:

Highest Honors

Average of A or higher. A student may receive lower than an A– in only **one** subject and said grade shall be no lower than a B+. (4.0 average or higher)

High Honors

Average of B+ or higher. A student may receive lower than a B– in only **one** subject and said grade shall be no lower than a C+. (3.3 average or higher)

Honors

Average of B or higher. A student may receive lower than a B– in only **one** subject and said grade shall be no lower than a C. (3.0 average or higher)

In addition, the following conditions must be met:

All major courses will be considered. A student must carry a full course load. There can be no incomplete grades. Honor rolls will be computed on a quarterly basis.

LASER POINTERS

Laser pointers are considered potentially dangerous and not allowed to be possessed by students in school. These items will be confiscated by faculty, staff or administration and turned over to the Assistant Principal. Confiscated items will be turned over to the student's parents.

LAW ENFORCEMENT AGENCIES COMING INTO SCHOOLS

When law enforcement authorities request to question or interview a student in a school district facility, the following procedures shall apply:

- (a) The law enforcement official shall notify the Principal or his/her designee that he/she wishes to talk to a student;
- (b) If the situation is such that questioning/interviewing can wait until the student arrives home, the student should be questioned/interviewed at home with the knowledge and cooperation of the parents/guardians;
- (c) The law enforcement official shall request permission to talk to the student on school property from the student's parents/guardians;
- (d) If, after every effort has made, the parents cannot be reached to grant permission to talk to the law enforcement official, the law enforcement official may question or interview the student in the presence of the Principal or his/her designee;

- (e) The student will not be allowed to leave the school building with the law enforcement official unless:
1. The law enforcement official places the pupil under an arrest without a warrant for a misdemeanor that was committed in the presence of the officer making the arrest
 2. The law enforcement official places the student under arrest on reasonable grounds that the student has committed a felony;
 3. The law enforcement official has an arrest warrant for a misdemeanor or a felony, and the student is 17 years of age or older;
 4. The law enforcement official has a juvenile detention order from the juvenile court if the student is under 17 years of age.

Ref. Policy KLG

LIBRARY

The school library is to be used as a quiet place for study, research and reading. The library opens daily at 7:30 a.m. Students may also use the library after school but need to check with the librarian. The library remains open only one day after school per week and this day varies week to week. No food or drink is permitted in the library at any time.

Books and back issues of magazines may be borrowed for two weeks. Materials are renewable if not reserved for other students. Everyone is asked to cooperate in sharing library resources by returning borrowed materials on time. Students who lose or damage a book or magazine are charged the amount necessary to replace or repair the item. Students who violate the rules of the library will be denied the privilege of its use during the school day.

LOCKERS

Students shall have no expectation of privacy in their lockers.

Each student is assigned a corridor and a gym locker. They should be kept clean and neat at all times since a locker inspection will be held periodically. **The school district is not responsible for any belongings stored in lockers. Dually the school district cannot be responsible for any belongings which might be lost through student failure to keep the locker secure at all times.**

LOST OR DAMAGED SCHOOL PROPERTY

Students who lose or damage any school property assigned to them must reimburse the school for the loss or damage. Examples of school property include, but are not limited to, books, locks, athletic equipment, uniforms, and musical instruments. Students who cause damage to the school building or grounds must reimburse the school for the cost of repair or replacement when the damage is directly related to the student's actions. The parent/legal guardian of a student is responsible for paying all reimbursements assessed to his/her child for the loss or damage of school property and the damage to a school building or grounds. Payment must be made when the loss or damage occurs or upon written notification by the Main Office of Tahanto Regional High School.

MAKE-UP WORK

For any absences due to illness, a student is expected to have work made up within a period not longer than twice the length of the absence. The major responsibility lies with the student to request make-up work and to complete the work. For an extended illness, the school will provide assignments upon request. For all other excused absences not due to illness including out-of-school suspensions, a student shall have a day to complete missed assignments for each day missed. Work asked for prior to an

absence will be expected to be handed in on the day the student returns to school. This includes work sent home during suspensions.

For unexcused absences, work is due the day the student returns. If a test or quiz was missed and the student does not have an excusal note upon return, the student will receive a zero.

NATIONAL HONOR SOCIETY

The purpose of this society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students at Tahanto Regional High School.

- o To be eligible for membership the candidate must be a member of the junior or senior class.
- o Candidates must have a **cumulative** scholastic average of at least 3.3.
- o Candidates shall then be evaluated on the basis of service, leadership, and character.
- o The selection of each member of the chapter shall be by a majority vote of the five appointed members of the faculty council and shall be consistent with the rules and regulations of the National Honor Society.
- o Students who are eligible scholastically will be notified and told that for further consideration for selection to the N.H.S. chapter they may complete the student activity information form.

PARENT NOTIFICATION OF STUDENT ABSENCE

In accordance with school practice and Massachusetts General Law, parents or guardians may call the following number to inform the school of the absence of a pupil and the reason for the absence. The number is **508-869-9945** for the nurse's answering machine. The school's main office is prepared to receive calls starting at 7:30 a.m. Unless a call is received, a Parent/guardian will be called. **Calling the school does not necessarily excuse an absence.**

PASSING PERIODS

An interval of three minutes is scheduled between classes. Students should be in their seats when the bell rings for the beginning of any period. Otherwise, they will be considered late for class. If a student is detained by a teacher, he/she should receive a pass from that teacher in order not to be considered late to class.

PEER ASSISTANCE PROGRAM

Peer Assistance is a program of "students helping students and their community." The mission of the program is: to help our fellow students and community, to gain trust and equality in our group and our ability to help others. Under the leadership of an advisor and a student board of directors, students in the program participate in a variety of educational and helping activities during the year. These include:

- Tutoring elementary and middle school students
- Educational workshops on diversity, recognizing and accepting differences, through the "World of Difference Institute" of the Anti-Defamation League
- Community service programs supporting the Veterans Shelter
- Peer Guidance Program

Any high school student is eligible to participate in Peer Assistance. Students meet every other week after school or early evening. Applications can be picked up in the Counseling Department. Training for participation in the program is mandatory (and fun).

PHONE CALLS

Telephone calls from parents prior to dismissal will be accepted only on an emergency basis. If a parent thinks a need will arise to speak with his/her child during the school day, the child should be asked to call home from the office on his/her lunch cycle. Forwarding phone messages disrupts the educational process of the school and the business process of the main office. The cooperation and assistance of parents and students is appreciated.

Phone calls, text messages, etc. from parents to their students during the school day should be reserved for emergencies only.

Furthermore, as directed under "Dismissals" in the Handbook, dismissals require a written note from parents delivered to the main office by 8:00 A.M.

PREGNANT STUDENTS

The Berlin-Boylston Public Schools wish to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Berlin-Boylston Public Schools do not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

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

LEGAL REFS.: M.G.L. 71:84; Title IX: 20 U.S.C. § 1681; 34 CFR § 106.40(b)

Approved: *Berlin-Boylston Regional & Union #60 School Committees – May 17, 2012*
Berlin School Committee – June 13, 2012
Boylston School Committee – June 6, 2012

STUDENTS AUTHORIZED TO DRIVE PRIVATE VEHICLES TO SCHOOL

Each year, a parking fee is charged to all seniors who wish to drive private vehicles to school. Parking is only available to eligible seniors. Administration will review enrollment annually to determine if others are eligible. Registration forms, a copy of the applicant's driver's license, as well as copies of all vehicle registrations must accompany the payment prior to a parking spot being assigned.

Students are authorized to drive private vehicles to school for regular sessions on school days or for extended school days as long as the following rules are adhered to:

1. Parking on school grounds during the regular or extended day is considered a privilege and not a right. This privilege may be revoked at any time for a student's violation of the school's rules and regulations and/or violation of any regulations on this form. NO REFUNDS WILL BE GRANTED FOR A VIOLATION OF A RULE.
2. The speed limit on school grounds is 10 mph and passengers and drivers must wear seat belts.
3. Any student who has more than 4 unexcused absences or 4 unexcused tardies in a semester will lose their parking privileges until the next semester, where their name will be put on the waiting list.

4. In order to maintain parking privileges, a student must secure a passing grade (numerical grade of 65 or above) in at least all but one of the major subjects that he/she is taking. Major subjects are those classes that meet five days per week.
5. Students will park in an assigned numbered space only. Any unauthorized vehicle parked in a non-assigned space will be towed at the owner's expense. The area will be kept clean and orderly by those students who park there and violators of this regulation will be reported to the office for disciplinary action.
6. Students are not to be in their cars, or anyone else's car, or in the parking lot during the school day without office approval.
7. Any student who leaves school without permission will automatically lose their privilege to park for the remainder of the school year.
8. Student vehicles parked on school property may be subject to search.
9. Any student participating in a scheduled school activity, game or program held off school property will not be allowed to use a private vehicle for transportation to that function.

PUBLIC DISPLAYS OF AFFECTION

Tahanto Regional High School prides itself on maintaining a friendly atmosphere where close relationships are fostered and encouraged, and students are permitted to live their lives without too much intrusive adult intervention. However, it is also a public institution, where appropriate norms and boundaries of interaction need to be maintained. In this regard, any sexual activity, including kissing or inappropriate touching, is not permitted in the school, on the school bus, or on school grounds.

INTERIM / FINAL GRADES

Interim and final grades will be updated and made available online via Powerschool four times during the school year, each marking period being approximately ten weeks in length. In the case of an incomplete mark, the "INC" will be replaced with a letter grade if the missing work is completed within two weeks. If the work is not completed within the stipulated time, the student will receive a failing mark for that marking period.

RIGHTS OF EIGHTEEN-YEAR OLDS

The eighteen-year-old student has the right to sign school documents (i.e. field trip permission slips, excusals, and dismissals from school) when required by general school policy. The school reserves the right to keep parents informed about student progress and attendance to the extent permitted by law.

SATURDAY SCHOOL

Saturday School will be held from 8:00 a.m.-11:00 a.m. and transportation is NOT provided. Saturday School is held twice a month from September through June. Students arriving tardy between 8:00-8:15 on their assigned day will be assigned an additional office detention, but may serve Saturday School for

the day in question. Students arriving tardy after 8:15 are not admitted and are assigned an additional Saturday School.

This program is designed to provide consequences for disciplinary, academic and attendance problems, without interfering with the students' academic time on learning. Saturday school takes precedence over jobs, sports and other scheduling conflicts students may have.

Students are expected to work on academic assignments for the entire 3 hours and therefore must arrive with all necessary materials. Students who cut Saturday School or are asked to leave as a result of behavioral issues are assigned 2 Saturday schools. Students who cut 2 or more Saturday Schools are subject to out of school suspension up to 5 days or at the discretion of the administration.

Saturday school is intended to allow students to remain in class during the academic week, while still being held accountable for their actions.

SCHOOL CHOICE STUDENTS & "SNOW DAYS"

In order for consistency to be maintained in the attendance policy for all students, no school choice student will be given an "excused absence" when Tahanto Regional High School is in session even though the town from which a student is coming to Tahanto has announced "no school" for that day. The decision made by parents who choose not to drive a son or daughter to Tahanto due to road conditions in their town is respected. Under Class Attendance of the Attendance Policy, Item A, students are allowed 4 unexcused absences per semester before loss of credit would occur on the 5th absence. In the event that such a decision would at the time or at a later date lead to a loss of credit, a parent may appeal for a waiver of the policy to the Principal/Assistant Principal and the Discipline Review Committee as stated in section VII of the Attendance Policy.

SCHOOL-TO-CAREER PROGRAM

Tahanto is a member of the Assabet Valley School-To-Career Partnership and participates in the programs which it offers. Internships, externships, job shadowing experiences, career pathway development and other programs may be available to students. See your School Counselor for more information.

SENIOR PRIVILEGE

The Senior Privilege program is designed to support seniors in their transition beyond high school. Students may participate in their senior year if they meet academic and disciplinary criteria.

Criteria:

The following criteria must be followed in order to be eligible for and to keep the senior privilege:

1. Permission slips must be filled out and signed by an administrator prior to participating in the Senior Privilege program.
2. Being in satisfactory academic standing with no failing grades in any course. To be eligible for the first quarter of the senior year, no failing grades will be allowed in any course either the 4th quarter or final grade of a course at the end of the junior year or in any quarter of the senior year.
3. Being in satisfactory disciplinary standing with no out-of-school suspensions in the 4th quarter of the junior year or in any quarter of the senior year.
4. Students must not have more than 4 unexcused absences or more than 4 tardies to school in a semester. 1st semester eligibility will be determined by second semester junior year.

5. Students must report to their scheduled directed study to sign in prior to reporting to the cafeteria or café.
6. Students may go to the cafeteria or Café for their directed study.
7. If a student is found in any other area of the school during their directed study, they will lose their privilege for 2 weeks on the first offense. 2nd offense will lead to permanent loss of the privilege.

SEXUAL HARASSMENT POLICY

See Appendix III: Sexual Harassment Policy

SKIP DAYS

Tahanto does not support or encourage in any way “skip days” or “breakfast days.” When a group of students choose not to attend school it has an impact on classes and disrupts the educational process. Students who participate will receive a two-day in-school suspension.

STUDENT ADVISORY COUNCIL

The purpose of the Student Advisory Council is to communicate to the School Administration specific items of concern to the student body. The Student Advisory Council initiates on behalf of the student body, and in conjunction with the student government, projects and proposals for presentation to the School Administration.

STUDENT COUNCIL

The purpose of the Student Council organization is to develop qualities of leadership and responsibility in the students of Tahanto Regional High School, to promote school spirit, to encourage cooperation among the classes and to establish understanding between the student body and the faculty and administration. The general goal of the organization is to engage in activities for the good of the school. Student Council elections are held in the spring (late March or early April) for the following school year.

STUDENT RECORDS

See Appendix I: Student Records

STUDENT SHADOWING REQUESTS

A student visitor’s pass may be applied for in the office 24 hours in advance of the actual visit. Due to the number of visitor passes requested annually, only students outside of Worcester County will be allowed these passes. First choice will be given to those who wish to “shadow” for school choice enrollment.

SUCCESSFUL STUDENT PROGRAM (ACADEMIC SUPPORT)

Extended opportunities for academic success are provided by the Successful Student Program for grades 7-12. It is the philosophy of Tahanto Regional High School to address the needs of all students. Students placed at-risk due to academic failure, or extended absence due to illness, are scheduled into this program. Parents may also request this program through their son/daughter’s school counselor or the assistant principal. Students receive tutoring in a small group setting not only in academics, but also in organization and study skills.

TA PROGRAM GUIDELINES

The student (TA) will be in the agreed-upon class with the teacher each day unless asked to work with a particular student or to perform specified duties for the class. The administration will meet with all TA’s during the first week of school to discuss all responsibilities and grading. Grading will be in accordance

with standard grading A through F. The student will receive 2½ credits per semester. The course is a "neutral" and will not affect the GPA.

The lead teacher will be responsible for instructing the student on the use of the copy machine. Lead teachers are asked to check on journal use by the student. The teacher may also decide on a topic for a report or assign a report on the TA experience. A teacher may decide with the student to use readings from *The Skillful Teacher* by Saphier. The library has two copies. A teaching unit or series of classes could be a course responsibility agreed upon by the teacher assistant and the lead teacher. At least one of these options should be a part of the course.

The teacher is expected to develop a contract (listing what is expected) and subsequently a rubric for the final grading.

TRUANCY/CLASS CUTS

Students who are truant from school will not be allowed to make up missed work. This includes but is not limited to tests, quizzes, home work and class discussion. This would also apply in the case of a class cut. Students who are truant from school may not participate in or attend any after-school co/extra-curricular or athletic activity or event.

VISITOR'S PASS

Any person wishing to visit with a faculty or staff member must sign in at the Main Office upon immediate arrival. Visits should be scheduled during the teacher's prep or lunch period or with prior administrative approval. Former students need to check in at the Main Office for teacher availability.

VOTER REGISTRATION

Verbal and/or printed announcements will be made at Tahanto Regional High School to notify students of the upcoming local, state and national elections. Any student who will be 18 years of age at the time of an election will be able to register to vote with the assistant registrar at Tahanto and fill out the required forms at the school. Notification of the cut-off dates for registering for a particular election will be provided by the Town Clerks of Berlin and Boylston and made known to the school assistant registrar. Subsequently, notice will be given to students and eligible students will be encouraged to register.

WORK PERMITS

Work permits may be obtained at the school office for students 14 years of age and older. A birth certificate must be presented before a work permit will be issued.

PROMOTION AND GRADUATION REQUIREMENTS

For more comprehensive information, see the Program of Studies (available at www.bbrsd.org/tahanto or in the Counseling Department). Tahanto diplomas are awarded at a graduation ceremony in June. Only students who have completed all requirements for graduation are eligible to participate in the graduation exercises. A student, who is unable to fulfill diploma requirements because of emergency conditions such as prolonged illness, may appeal to the Principal to participate in graduation exercises.

The Principal may also, in extraordinary circumstances, grant a waiver of this rule. However, under no circumstances will a diploma be issued until all requirements are fulfilled. A student who does not receive a diploma at graduation is encouraged to complete the graduation requirements as quickly as possible.

To be eligible for a Tahanto Regional High School diploma, all students must receive passing scores on the MCAS (Massachusetts Comprehensive Assessment System) English Language Arts, Mathematics, and Biology tests.

All students must earn 115 credits to graduate. All students must also pass the following courses to graduate:

English – 4 Years (20 Credits)	U.S. History – 2 Years (10 Credits)
Math – 4 Years (20 Credits)	World History – 1 Year (5 Credits)
Science – 3 Years/Lab Science (15 Credits)	Physical Education – 4 Years (2.5 per year = 10 Credits)
Health-1 Year (2.5 credits)	

Although not required for graduation, students are strongly encouraged to study a foreign language for at least two years. Preferably, students will study a foreign language for up to four years to contend with the competitive nature of 21st century college admissions, employment, and to prepare them to be global citizens.

Students must also take and pass Health (2.5 Credits) and exhibit proof of computer literacy. Students will be required to pass a Technology course (2.5 or 5 Credits). Physical Education is 2.5 credits per year; Health is 2.5 credits.

The following credits are required for promotion to each grade:

To grade 10	minimum of 25 credits
To grade 11	minimum of 55 credits
To grade 12	minimum of 80 credits
To graduate	minimum of 115 credits

All Courses at Tahanto are divided into four levels:

- **Advanced Placement (AP).** AP courses are based on college-level standards, and provide the most advanced learning opportunities offered at the high school level. Upon completion of an AP course, a student should be prepared to take a final comprehensive exam in the respective study area. If the student does not take the AP Exam in May, they must, regardless of their grade, take a final exam in that AP course. Eligible AP exam scores may enable students to receive college or university credit. Level 0.
- **Honors.** Honors-level courses challenge qualified students who demonstrate the ability to perform at advanced degrees of rigor beyond the college preparatory level. Honors-level courses demand extraordinary quantities of reading, homework, and application of analytical skills. To ensure success, students should exhibit outstanding work habits and study skills. Level 1.
- **College Preparatory.** College preparatory courses are taught at grade and skill-appropriate levels that will prepare students for entrance into 4-year and 2-year colleges and universities, vocational, and technical institutions. Level 2.
- **Life Skills – Vocational.** Life Skills courses provide students with basic skills. Level 3.

SCHEDULE CHANGES

Each spring, students will choose courses for the following year with the help of their counselor, parents/guardians, and based on teacher recommendations. In most cases these schedules will remain valid, but changes will be made:

1. If a student does not meet the prerequisite or fails a required course which is not made up in Summer School.
2. If circumstances have changed, subject to the advice of the counselor and with approval of the parents, teacher, and/or Department Chairperson.
3. **Within the Drop/Add period (Deadline September 13, 2021).** Any alterations to a student's schedule will only be made if a student did not request a course and they were scheduled into the course.

SUMMER SCHOOL

The school will give credit toward graduation for work completed during the summer at a recognized summer school, only if such study is undertaken in order to make up a failing mark in a subject taken during the school year just completed. A student who fails a course during the school year must have received an average of no less than 50% in order to be able to take that course in summer school. Before undertaking such summer work, the student must clear the matter with the Counseling Department in order to insure the student that the material covered in summer school is similar in content to the subject matter undertaken during the school year at Tahanto.

In order to fulfill requirements for credit the student must present to the Counseling Department evidence of faithful attendance and a passing grade at summer school. Students may wish to enroll in summer school for purposes of enrichment and self-improvement. Such undertaking is commendable, but the school cannot grant credit towards graduation for this type of study.

DISCIPLINE CODE

The conduct which is expressly listed in this Disciplinary Code and the listing of possible discipline which may be imposed for that conduct is not exhaustive or exclusive, but is illustrative only. Berlin-Boylston schools and Tahanto Regional Middle-High School reserve the right to impose discipline for any conduct which is unlawful or illegal, which is inappropriate in the school setting, which poses any threat of danger or harm to another, or which is disruptive to the educational environment. Berlin-Boylston Regional schools and Tahanto Regional Middle-High School also reserve the right to impose a level of discipline which is appropriate to the conduct involved based on all of the facts and circumstances. This Disciplinary Code in no way limits the discretion of school officials regarding discipline.

Offense	First Offense	Second Offense	Third Offense	Fourth Offense
Cutting Class/Study	Detention	Detention	Detention	Saturday School
Cutting Teacher Detention	Reassigned Teacher Detention and office detention 1 day	Reassigned Teacher Det Saturday School 1 day	At discretion of the Principal or Asst. Principal	At discretion of the Principal or Asst. Principal
Inappropriate use of Cell Phone	Phone/Headphones/ earbuds taken from student	Parent MUST pick up cell phone	Loss of Phone Insubordination	At discretion of the Principal or Asst. Principal
Phone/headphones /earbuds during school hours	Pick up and Office Detention	Office Detention	Saturday School Parent MUST pick up device	At discretion of the Principal or Asst. Principal
Cutting Office Detention	Saturday 1 day	Saturday 1 day	Out of school suspension 1 day	At discretion of the Principal or Asst. Principal
Forgery/Plagiarism	Saturday School 1 day	Out of school suspension 1 day	Out of school suspension 2 days	Out of school suspension 3 days
Leaving School Grounds			Saturday School 2 days	
Not Checking into school			Office Detention	
Destruction of Property			Discretion of Principal or Assistant Principal	
Tardiness to School	4 Tardies Detention	8 Tardies Saturday School	12 Tardies Saturday School 2 days	12+ Tardies Discretion of Principal or Asst Principal

Offense	First Offense	Second Offense	Third Offense	Fourth Offense
Truancy (per semester)		Saturday School 2 days		
"Skip Days"		Saturday School 2 days		
Profanity, vulgarity harassment or sexual harassment directed at another student		Out-of School Suspension 1-10 days Saturday School may be assigned at Administrators discretion		
Profanity, vulgarity, insubordination, disobedience, <u>disrespect directed toward a staff member</u>		Out-of-School Suspension 3-10 days		
Fighting		Out-Of-School Suspension 3-10 days		
Assaulting Another Student		Out-Of-School Suspension 10 days with Expulsion Hearing		
Assault of Staff Member		Out-Of-School Suspension 10 days with Expulsion Hearing		
Possession / Use of Tobacco Participation in vaping Products /E-Cigarettes diversionary program	Participation in vaping diversionary program	Out of School Suspension 1 Day	Out-of-School Suspension 2 Days	At discretion of the Principal or Asst. Principal
Use or Possession of Alcohol or a Controlled Sub at <u>School or at a School Function</u>		Out-Of-School Suspension 10 days with Expulsion Hearing		
Sale of Alcohol or Controlled <u>Substances</u> on School Property		Out-Of-School Suspension 10 days with Expulsion Hearing		
Possession or use of Fireworks	Out-Of School Suspension 5 Days	Out-of-School Suspension 10 Days	At discretion of the Principal or Asst. Principal	At discretion of the Principal or Asst. Principal
Stealing	Out-Of School Suspension 1-3 Days Including restitution	Out-Of School Suspension 5 Days Including restitution	At discretion of the Principal or Asst. Principal	At discretion of the Principal or Asst. Principal
Possession or use of Weapon (gun, rifle, knife, etc)		Out-Of-School Suspension 10 days with Expulsion Hearing		
Arson		Out-Of-School Suspension 10 days with Expulsion Hearing		
Failure to return or pay for lost/damaged property	After report card distribution each term, students will receive 1 detention per day until the lost/damaged property is returned or paid for.			

SUSPENSIONS: The Principal and/or Assistant Principal, at his/her discretion, may substitute a Saturday School for an out-of-school suspension. Repeated Saturday School referrals for the same offense will result in Suspension. In unusual circumstances, a plan developed by the parent and the Administration may be substituted in lieu of suspension. A parent must accompany a student who returns from an out-of-school suspension, unless other arrangements have been made with the Assistant Principal. After the second in-school suspension, subsequent suspensions will be out of school.

STUDENT DISCIPLINE

Grounds for Suspension and/or Expulsion

In certain cases, students are suspended or expelled from school. The length of suspension or whether a student is to be expelled from school is determined by the administration. A student's parent/guardian(s) will be informed about the suspension. Please see the due process procedures above, which protect the student's rights in these cases.

A student could be suspended for:

1. Fighting or physical harm to others
2. Theft of property
3. Possession of fireworks
4. Possession and/or use of alcoholic beverages, tobacco, drugs
5. Destruction of property, i.e. arson, vandalism
6. Causing a false alarm or fire
7. Possession of any weapon (including pocket knives or other harmful objects)
8. Acts endangering the safety of others
9. Profanity or obscene language or gestures
10. Use of threats or acts of intimidation
11. Leaving school grounds
12. Insubordination
13. Repeated school or classroom rule violations
14. Issuance of a criminal complaint charging the student with a felony

MASSACHUSETTS GENERAL LAWS CH. 71 SECTIONS 37H, 37H ½, and 37H ¾

Section 37H

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel;

and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

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

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

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

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by

the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Section 37H1/2

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

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

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

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

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

Section 37H ¾

a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The

principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

SUSPENDING STUDENTS WITH DISABILITIES

All students are expected to meet the requirements or behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, requires the following for students who have been found to have special needs by a TEAM evaluation, and whose program is described in an Individual Education Plan (IEP).

1. Suspension shall be defined as any action which results in the removal of a student from the program presented in his/her Educational Plan, i.e. both in-school and out of school suspensions are included.
2. The Director of Pupil Personnel Services will receive a copy of the discipline notice when a special needs student is suspended.

Procedures for suspension of students with disabilities up to and after 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days: General Requirements:

1. All students, including eligible students with disabilities, are informed of the school-wide expectations for student behavior.
2. The Tahanto Handbook includes required procedural safeguards, such as opportunity for a hearing.
3. Any eligible student may be suspended up to 10 days in any school year without implementation of procedures described below.

4. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
5. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

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

the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

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

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or b. The parent had requested an evaluation; or
 - b. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

Rev. 8/06

STUDENT DISCIPLINE - JIC

Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Any of the following actions may subject a student to expulsion by the Principal under the terms of M.G.L. 71:37H, such as, but not limited to the following:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to School Committee action, or other disciplinary measures, such as, but not limited to the following:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.

3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication and made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Suspension

In every case of student misconduct for which suspension may be imposed¹, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to the student and parent(s) in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

¹ Except for offenses referenced in the note at the end of this policy.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

Principal's Hearing – Short Term Suspension of up to 10 Days

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

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

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

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

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student alleged to have committed one of these acts shall be afforded the same due process rights as for a long term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

LEGAL REF: M.G.L. 71:37H; 71:37H 1/2; 71:37H3/4; 76:17; 603 CMR 53.00

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general

welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H1/2. The principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

Approved: Berlin-Boylston Regional / Union #60 School Committee – January 6, 2015
Boylston School Committee – January 6, 2015
Berlin School Committee – January 6, 2015

BULLYING/CYBER BULLYING

See Appendix IV

EXPLOSIVES POLICY

Students are prohibited from possessing, carrying, transporting, and/or storing explosives on the student's person, in a school bus, in a vehicle operated by the student on school grounds, in a vehicle parked by the student on school grounds, or in a school locker or other container or location in a school or on school grounds. For the purposes of this policy explosives include, but are not limited to, combustibles, fireworks, firecrackers, M-80s, propane gas, gunpowder, dynamite, crude petroleum or any of its products, or any other explosives, or any substance having such properties that it may spontaneously, or acting under the influence of any contiguous substance, or of any chemical or physical agency, ignite, or inflame or generate inflammable or explosive vapors or gases to a dangerous extent, any other dangerous material and/or igniting explosives. A student who violates this policy shall be subject to expulsion. The procedure to expel a student for violations of this policy shall be the same procedure followed for students possessing dangerous weapons on school property.

FELONY CHARGES & FELONY CONVICTIONS

Felony Charges

M.G.L. c. 71, § 37H½(1) provides that upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal may suspend such student for a period of time the Principal determines appropriate provided the Principal concludes that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Due process: The student will receive written notification of the charges and the reasons for such suspension prior to the suspension taking effect. The student will also receive written notice of his right to appeal to the Superintendent within five calendar days following the effective date of the suspension, but the act of appealing will not delay or interrupt the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student has the right to present oral and written testimony on his behalf and has the right to counsel. The School District is not responsible for any fees or costs associated with the student's counsel; the student and his parent/guardian are responsible for all such fees and costs. The Superintendent has the authority to overturn or alter the decision of the

Principal and shall render a decision within five calendar days from the date of the hearing. The Superintendent's decision is the final decision of the Regional School District regarding the suspension.

Felony Convictions

M.G.L. c. 71, § 37H½(2) provides that the Principal may expel a student who is convicted, adjudicated, or admits in court to guilt with respect to a felony or felony delinquency, provided the Principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Due process: The student will receive written notification of the charges and the reasons for such expulsion prior to the expulsion taking effect. The student will also receive written notice of his right to appeal to the Superintendent within five calendar days following the effective date of the expulsion, but the act of appealing will not delay or interrupt the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student has the right to present oral and written testimony on his behalf and has the right to counsel. The School District is not responsible for any fees or costs associated with the student's counsel; the student and his parent/guardian are responsible for all such fees and costs. The Superintendent has the authority to overturn or alter the decision of the Principal and shall render a decision within five calendar days from the date of the hearing. The Superintendent's decision is the final decision of the Regional School District regarding the expulsion.

HAZING

Hazing is prohibited by state law and is in violation of the rules for student conduct. Students who engage in hazing are subject to criminal prosecution as well as disciplinary action.

PROHIBITION OF HAZING - JICFA

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

LEGAL REFS.: M.G.L. 269:17, 18, 19

POSSESSING DRUG PARAPHERNALIA

It is the policy of the Berlin-Boylston Regional School Committee to provide a school environment that neither enables nor encourages students to use, possess, sell, transfer or distribute drugs or drug paraphernalia. To that end, student possession, sale, transfer or distribution of drug paraphernalia during school, at school-sponsored activities, or on school grounds, in school buses is prohibited at all times.

If a student is found in possession of drug paraphernalia during school, at school-sponsored activities, on school grounds or in school buses:

- A .The student and paraphernalia will be taken to the administration or a call for assistance will be made to the main office.
- B. Disciplinary action will follow.
- C. Police may be notified.

SEARCH PROCEDURES

The right of inspection of students' school lockers is inherent in the authority granted School Committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or period of extracurricular activities, the school Principal or a designee will be present. The student's parent or guardian will be contacted so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

The School Administration retains control over lockers and desk space used by students and regulates parking of automobiles on school grounds or at school-sponsored or school-related events, including athletic games. **Students have no expectation of privacy regarding items in their lockers, desk space, or automobiles** on school grounds, at a school-sponsored or school-related event, including athletic games, and school officials may search these spaces without prior warning.

A school administrator has the right to inspect and search students' lockers and desks and student and non-student automobiles on school premises if the administrator has reasonably trustworthy information creating a **reasonable suspicion** that performing a search has a **moderate chance** of finding evidence of wrongdoing, including but not limited to drugs, weapons, dangerous, illegal, or prohibited matter, or goods stolen from staff or students may be found therein.

A school administrator also has the right to search a student's person if the administrator has reasonably trustworthy information creating a **reasonable suspicion** that a search of the student's person has a **moderate chance** of discovering evidence of wrongdoing, including but not limited to, drugs, weapons, dangerous illegal or prohibited matter, or stolen goods are on that student's person.

At school-sponsored or school-related events, including athletic games, away from school grounds, students and students' vehicles may be subjected to searches if school officials have reasonably trustworthy information creating a **reasonable suspicion** that, by searching the student's person or vehicle, there is a **moderate chance** of finding evidence of wrongdoing, including but not limited to, alcoholic beverages, weapons or other illegal substances.

All searches will be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SEXUAL HARASSMENT & OTHER FORMS OF UNLAWFUL SEX DISCRIMINATION

See Appendix III: Sexual Harassment

SMOKING AND POSSESSION OF TOBACCO PRODUCTS

In accordance with M.G.L c. 71, §§ 2A, 37H, the Berlin-Boylston Regional Schools prohibits the use of any tobacco, or tobacco related products such as e-cigarette or vaping devices within the school buildings, the school facilities, on the school grounds, or on school buses by any individual, including students, parents, employees, and visitors.

Smoking:

Any student smoking cigarettes, chewing tobacco, or using e-cigarettes or vaping devices in the school or on school grounds will receive a 2-day out of school suspension on the first offense and a 3-day out-of-school suspension for each subsequent offense.

Possession of Tobacco Products:

Any student found to be involved in possession, distribution, or sale of any tobacco or tobacco related products, including e-cigarettes and vaping devices, in the school building or on school grounds will receive a 1-day in-school suspension on the first offense, a 1-day out-of-school suspension on the second offense, a 2-day out-of-school suspension on the third offense, and a 3-day out-of-school suspension on the fourth offense.

STUDENTS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

It is the policy of the Berlin-Boylston Regional School Committee to provide a school environment that is free from the use of drugs and alcohol. Student use of drugs and/or alcohol on school property (including buses) or at school functions is prohibited at all times.

The following information lists procedures to be expected by students, parents, and staff members if an incident of drug or alcohol use occurs on school property, on school buses, or at school sponsored activities.

Staff Referral Guidelines:

If a student appears to be under the influence of drugs and/or alcohol during school, at a school-sponsored activity, or on school grounds:

1. Referral should be made immediately to the administration and/or to the school nurse.
2. A determination will be made as to whether the student is under the influence of drugs and/or alcohol.

Consequences:

Students using or being under the influence of drugs and/or alcohol will be subject to the following:

1. The student will be suspended for ten (10) school days and Expulsion Hearing.
2. Parents will be notified by phone and by written notice.
3. Police may be notified.
4. A report will be made pursuant to Massachusetts General Law chapter 119, Section 51A
5. If readmitted, the parents and student will be required to meet with the administration.

Any student who is found to be under the influence of drugs or alcohol upon arrival at a school-sanctioned activity shall be refused admission to the activity. The parents will be notified immediately, and disciplinary action will follow.

SUSPENDING STUDENTS WITH DISABILITIES

MASSACHUSETTS DESE DIVISION OF SPECIAL EDUCATION

Procedures for suspension of students with disabilities up to and after 10 days:

General Requirements:

1. All students, including eligible students with disabilities, receive prior written notice regarding the school's Code of Conduct.
2. The school's Code of Conduct includes required procedural safeguards such as opportunity for a hearing.
3. Any eligible student may be suspended up to 10 days in any school year without implementation of procedures described below.
4. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
5. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

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

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

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or

- c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

Rev. 8/06

Appendix I: Student Records

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c.71, s.34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team that evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record. School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access: A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) Authorized school personnel under 603 CMR 23.02(9) who inspect the student record;
- (b) Administrative office staff and clerical personnel under 603 CMR 23.02(9), who add information to or obtain access to the student record; and
- (c) School nurses who inspect the student health record.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23.07(4)(a), personally identifiable

information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- (a) A school may release the following directory information: a 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-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c.71, s.34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless:
1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- (b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school principal annually. The initial request must include the following:
1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
 2. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.
- (c) The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- (d) Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21

days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).

- (e) The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71, s.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

- (a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.
- (b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974; P.L. 93-380, Amended ; P.L. 103-382, 1994; M.G.L. 66:10 71:34 A, B, D, E, H; Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002; 603 CMR: Dept. Of Education 23.00 through 23:12; Mass Dept. Of Education publication Student Records: Questions, Answers and Guidelines, Sept. 1995

CROSS REF.: KDB, Public's Right to Know

Appendix II: Technology Acceptable Use Policy

The goal of the Berlin-Boylston Public Schools Network (BBPSN) is to support and enhance instruction, research activities, administrative management and communication among the staff, students, and parents of the Berlin-Boylston Public Schools. The BBPSN provides computer access to communications resources, shared data resources, and opportunities for collaboration and enhanced communications to members of its educational community. Additionally, access to Internet resources provide responsible members of our educational community links to vast research and other information rich sites globally that enhance the communities learning opportunities. The BBPSN is a data network implemented and overseen by the Berlin-Boylston Public Schools with the ability to link workstations, mobile devices, local area networks (LANs) and/or other external networks and access to a wide variety of globally available educational resources.

Acceptable use refers to whether the use of the network is consistent with the guidelines established for each network, LAN, workstation or other communications application that the data traffic may traverse. Given the changing nature of the technology involved and the demand that users make of networks, acceptable use is a dynamic process. The intent of this policy is to clarify certain cases that are clearly consistent or inconsistent with the intended purpose of the BBPSN and to establish guidelines for users in the appropriate use of our network. It is not possible to list all possible uses and the following is written to establish a minimum set of standards with regard to all uses of the BBPSN. Access through BBPSN to data communications carried through other networks is subject to acceptable use policies of those other networks. If other networks are accessed through BBPSN, the more restrictive and/or

conservative policy shall, in all cases, apply, without exception.

Prior to authorized use of network resources, all computer users are required to sign a contract stating that they will follow the BBPSN Acceptable Use Policy. This agreement spells out in detail our expectations for the ethical and proper use of the Berlin-Boylston Public Schools Network. It must be signed by each user of the school's technology resources, and if a student is under 18 years of age, by that student's parent or legal guardian. School staff should discuss the Acceptable Use Policy with their students at the start of any internet/technology based curriculum project.

The Berlin-Boylston Public Schools have electronically limited patron access to objectionable or inappropriate materials or sites with the use of a commercial filter/firewall. Limited access systems are not fool proof and we shall also rely upon the end user and careful staff monitoring to adhere to this policy and to monitor appropriate on-line behavior. Random review of individual/system Internet logs, histories and filter logs will be conducted by the administration as a component of this monitoring process.

The use of the Berlin-Boylston Public Schools Network is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. In addition, violation of any of the conditions of this policy described here will be cause for disciplinary or legal action if appropriate. **Users may be held liable for any cost incurred by the District to resolve any problems caused by their actions.** When applicable, law enforcement agencies will be notified and involved. Unauthorized access or attempt to access the Berlin-Boylston Public Schools Network files shall be dealt with to the full extent of the law. Users will be subject to the same disciplinary review as applies to other infractions of each school's disciplinary policy.

Interpretation, application and modification of this Acceptable Use Policy is within the sole discretion of the Berlin-Boylston Public Schools. Any questions regarding this policy should be directed to the Building Principal or District Technology Coordinator.

Acceptable Use

1. All use of BBPSN shall be consistent with Berlin-Boylston Public Schools Network's primary goal. Each user shall abide by such rules and regulations of systems usage as may be announced from time to time by school personnel. The administration of the Berlin-Boylston Public Schools reserves the right to add to or change network guidelines for safety or educational reasons without notice.
2. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, and/or material protected by trade secret. The administration of the Berlin-Boylston Public Schools in conjunction with the School Committee will be the arbiter of what constitutes obscene or objectionable language or images.
3. Use of BBPSN shall be approved only for legal purposes.
4. BBPSN *should only be utilized for approved activities.* Profit making activities or use by for-profit groups for any purpose should only occur with prior approval of the Berlin-Boylston Public Schools Administration to include the Superintendent of Schools, Technology Coordinator and other administrative personnel as deemed appropriate by the Superintendent.
5. Disruptions to BBPSN are to be avoided. This includes, but is not limited to, distribution of

unsolicited advertising, propagation of computer worms and/or viruses, and using the network to make unauthorized entry to any other machine or device accessible via the network. Recreational computer game playing and similar activities will be considered unacceptable.

6. Users should access only those areas to which they have been given prior approval or authorization. Users are not to attempt to access information to which they have not been given specific approval. If there are any questions concerning access, they should be directed to the District Technology Coordinator.
7. *Users shall adhere to appropriate and acceptable standards of conduct.* Users shall abide by the generally accepted rules of network etiquette which include but are not limited to the following:
 - a. Be polite. Do not get abusive in your message to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, symbols or emojis.
 - c. *Never reveal your personal address, full legal name, phone number, social security number, bank information or other personal data to students, colleagues or network contacts.*
8. Users are to respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data or information of others.
9. Users are not to share their account with anyone or leave the account open or unattended. Account codes and passwords are confidential and should not be shared with any other person without the permission of the District Technology Coordinator.
10. Users are responsible for making back-up copies of digital resources critical to them.
11. Professional and legal standards of conduct and ethics should be maintained with regard to the use of copyrighted and licensed software. It is illegal to duplicate copyrighted and licensed software for use by others. Only that software which is legally owned by the Berlin-Boylston Public Schools and which has been approved for use by District Administrators in conjunction with the District Technology Coordinator shall be loaded onto and utilized on District owned systems. This shall include all technology equipment in use and housed in District facilities for use by school personnel and students of the Berlin-Boylston Public Schools unless otherwise documented and approved by the District Technology Coordinator and District Administration.
12. Information and resources accessible via BBPSN are private to the individuals and organizations which own or hold the rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Access to information or resources (even when that information or those resources are not securely protected) may occur only with prior permission of the owners or holders of rights to those resources or information. Within the BBPSN proper (resources residing on equipment owned, loaned to or leased by the Berlin-Boylston Public Schools) this final authority regarding specifically authorized rights to view and or access applications, files and other resources that reside on the system shall be determined by the administration of the Berlin-Boylston Public Schools. Specifically this includes the Superintendent of Schools, Building Principal and the District Technology Coordinator.
13. Subscriptions to Listservs, bulletin boards and On-Line services must be pre-approved by the

District Technology Coordinator in conjunction with building administrators and District Administration. BBPSN shall not assume liability for payment of any subscriptions, royalties or other fees associated with accessing commercial services, bulletin board systems and/or databases without the prior written permission of the District Technology Coordinator.

14. Access and participation to social communication sites and services are specifically prohibited without prior written approval of the school/district administration and the District Technology Coordinator.
15. Misuse or abuse of technology equipment is specifically prohibited. Users who are determined to be abusing or misusing will be held accountable for any damages incurred by the District to resolve any problems or repair any damages caused by said user.
16. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data or information of others.
17. Users are responsible for taking precautions to prevent viruses on their own equipment and that of the Berlin-Boylston Public Schools.
18. District provided E-mail shall be utilized for the sole purpose of exchanging information consistent with the Mission of the District and the Goal of the BBPSN.
 - a. Users may not use E-mail for private or commercial offering of products or services for sale or to solicit products or services.
 - b. E-mail may not be used for political or religious purposes.
 - c. E-mail messages are not considered to be private or privileged.
 - d. E-mail messages are subject to District review by an authorized representative of the District Administration at any time. For purposes of this policy, this shall include the District Technology Coordinator and Superintendent of Schools.
 - e. E-mail shall be used for school related purposes only.
19. The Berlin-Boylston Public Schools makes no warranty (expressed or implied) with respect to network services or the content of any advice or information received from the BBPSN.
20. All published or transmitted materials must adhere to school policies, and are subject to administrative review prior to posting on any electronic media. This includes district and/or school maintained/sponsored web pages or Internet sites.
 - a. Written parental/guardian permission is required prior to posting student work in either print or graphic form on any school supported/sponsored web page/site. This includes programs/activities such as Student Council, Athletics and National Honor Society in addition to individual classroom pages.
 - b. Use of student photos, graphic likeness, name or other identification is prohibited without explicit written permission from the parent/guardian and student for each occurrence.

Furthermore it shall be the policy of this district to limit identifying information to

- student first name and school district.
- c. Digital Media containing student likenesses, photos or work shall be submitted via email for approval by the building administrator (or their designee) prior to posting on any web-sites or social media.
 - d. The building administration shall keep a record of all school/classroom/school activity based web-sites/pages including the name of the sponsoring organization/group, group/program advisor, web-master (individual responsible for maintaining the site) and URL. A copy of this list shall be forwarded to the District Technology Office and updated bi-annually.

Approved: *Berlin-Boylston Regional/Union #60 School Committee – August 30, 2016*
Boylston School Committee – August 30, 2016
Berlin School Committee – August 30, 2016

Appendix III: Policy Against Harassment and Discrimination for Students - JBA

Anti-Discrimination and Harassment Policy

The Berlin-Boylston Public Schools are committed to maintaining a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status and genetic information. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Berlin-Boylston Public Schools require all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

It shall be a violation of this policy to harass, discriminate, bully, intimidate, threaten, insult, retaliate or otherwise engage in any conduct, whether verbal or physical, against any individual based upon their race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status and genetic information.

The Berlin-Boylston Public Schools take allegations of discrimination, harassment, and sexual harassment seriously, and will respond promptly to any complaints of potential violations of this policy. Further, any retaliation against an individual who has complained of, or has cooperated in an investigation of a complaint, about discrimination, harassment or sexual harassment shall not be tolerated. If the Berlin-Boylston Public Schools find that an individual has violated this policy, we will act promptly to eliminate the conduct, impose corrective action as necessary, including disciplinary action where appropriate. Nothing in this policy shall limit our authority to discipline or take remedial action for conduct that is deemed to be a violation of this policy.

Definitions of Harassment and Discrimination

Discrimination and harassment consists of any unwelcome conduct that is based on race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status and genetic information. Such conduct may include, but is not limited to, offensive jokes, slurs, epithets, name calling, physical assaults, threats, intimidation, mockery, insults, ridicule, offensive pictures or

objects, or any other offensive conduct that interferes with the educational process. It shall be a violation of this policy to engage in any the aforementioned conduct, or to create an educational environment that is intimidating, hostile or abusive.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

It is also a violation of this policy to engage in conduct that is construed as sexual harassment. Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's school and/or work performance by creating an intimidating, hostile, humiliating or sexually offensive educational or work environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness, and which constitute a violation of this policy:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Displaying sexually suggestive objects, pictures and cartoons;
- Inquiring into one's sexual experiences; and
- Discussion of one's sexual activities.

It is also a violation of this policy to engage in any form of retaliation against an individual that has complained about discrimination or harassment, including sexual harassment, or against any individual that is cooperating in an investigation of a discrimination, harassment or sexual harassment complaint.

Harassment and discrimination in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, volunteers, vendors and other individuals in school or at school related events. Persons who engage in harassment, discrimination or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion; or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

Investigation

Any individual who believes he/she has been harassed, or discriminated against, or who has witnessed or learned about the harassment or discrimination of another person in the school environment, should inform the Principal as soon as possible. If any individual believes that he/she has been subjected to harassment or discrimination, then the individual's complaint may be made orally or in writing. If the individual does not wish to discuss the issue with the Principal, or if the Principal does not address the problem in an effective manner, the individual should inform:

Karen Molnar
Director of Pupil Personnel Services
Berlin-Boylston Public Schools
215 Main Street
Boylston, MA 01505
(508) 869-2837 x1106

The Berlin-Boylston Public Schools will promptly investigate every complaint of harassment. The Berlin-Boylston Public Schools take allegations of discrimination, harassment, and sexual harassment seriously, and will investigate and respond promptly to any complaints of potential violations of this policy. The investigation will include interviewing the individual filing the complaint, as well as any witnesses. To the extent practicable under the circumstances, the investigation will be kept confidential. If it determines that harassment or discrimination has occurred, it will take appropriate action to end the conduct that is in violation of this policy, and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse under Massachusetts Law. The Berlin-Boylston Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities. Any staff member or student who is dissatisfied with the results or progress of the investigation by the Berlin-Boylston Public Schools may discuss his/her dissatisfaction directly with the Superintendent of Schools:

Jeffrey Zanghi
Office of the Superintendent
Berlin-Boylston Public Schools
215 Main Street
Boylston, MA 01505
(508) 869-2837 x1107

In addition to the above, if an individual believes that they have been subjected to discrimination or harassment may file a formal complaint with either or both of these government agencies:

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place
Boston, MA 02108
(617)727-3990

Office for Civil Rights
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: 617-289-0111

Closure of a Complaint

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622. The Berlin-Boylston Public Schools urge all individuals in the school community to bring any concerns or complaints of harassment or discrimination to the attention of school personnel so that they can resolve the issue.

Notice of Non-discrimination

The Berlin-Boylston Public Schools do not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, disability race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information or homelessness in admission to, access to, employment in, or treatment in its programs and activities. The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 for the Berlin-Boylston Public Schools is:

Karen Molnar
Director of Pupil Personnel Services
Berlin-Boylston Public Schools
215 Main Street
Boylston, MA 01505
(508) 869-2837 x1106

Inquiries regarding the application of the Berlin-Boylston Public Schools' nondiscrimination policy may be referred to Title IX Coordinator as named above, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111).

Approved: *Berlin-Boylston Regional/Union #60 School Committee – March 4, 2014*
 Berlin School Committee – March 4, 2014
 Boylston School Committee – March 4, 2014

Appendix IV: Bullying/Cyber Bullying

JICFB - BULLYING PREVENTION

GUIDING PRINCIPLES

The Berlin-Boylston Public Schools (hereinafter referred to as "District") expect that all members of the school community will treat each other in a civil manner and with respect for differences.

The District is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

GENERAL STATEMENT OF POLICY

The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to the Berlin-Boylston Public Schools. The District also

prohibits bullying, cyberbullying, and harassment of school community members for reasons related and unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, age, or disability. The District will also not tolerate retaliation against persons who take action consistent with this Policy.

Acts of bullying, which include cyberbullying, are prohibited:

1. on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
2. at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

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 except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

DEFINITIONS

Aggressor is a student or member of the school staff who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O (a), is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Perpetrator, is defined as a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

Bullying is a repeated pattern of behavior that involves a power imbalance.

Cyberbullying, is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of 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 clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

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

SCOPE OF PROHIBITION OF BULLYING

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased, or used by a school district or school and (ii) 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 a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

REPORTING AND RESPONDING TO BULLYING AND RETALIATION

Reporting Bullying or Retaliation: Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made to a staff member shall be recorded in writing. A school or district staff member is required to report to the principal or designee, or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a dedicated mailing address, and an e-mail address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post the Incident Reporting Form on the school's web site. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including but not limited to, educators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, and the superintendent or designee when the principal or the assistant principal is the alleged aggressor, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

Reporting by Staff: A staff member will report to the principal or designee, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor, when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reporting by Students, Parents or Guardians, and Others: The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor.

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

RESPONDING TO A REPORT OF BULLYING OR RETALIATION – ALLEGATIONS OF BULLYING BY A STUDENT

Safety: Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, ordering interim disciplinary action under the Student Code of Conduct, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies under the Student Code of Conduct for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

1. **Notice to parents or guardians.** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
2. **Notice to Another School or District.** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR
3. **Notice to Law Enforcement.** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency and the school resource officer. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

INVESTIGATION

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

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.

DETERMINATIONS

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Responding to a Report of Bullying by School Staff

Safety: Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, placing a staff member on paid administrative leave or immediate unpaid suspension, creating a personal safety plan; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

1. **Notice to parents or guardians.** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
2. Notice to staff member. Upon determining that bullying or retaliation has occurred, the staff member will be promptly notified.
3. **Notice to Another School or District.** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR
4. **Notice to Law Enforcement.** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency and the school resource officer. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

INVESTIGATION

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation, the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. Interviews of the alleged staff aggressor will be conducted by administration. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

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.

DETERMINATIONS

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target as well as the staff aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of personnel records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

RESPONSES TO BULLYING

Teaching Appropriate Behavior Through Skills-building. Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37Q(d)(v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

Taking Disciplinary Action: If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Promoting Safety for the Target and Others: The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

TRAINING AND ASSESSMENT

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

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 plan applicable to the school.

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

The bullying prevention and intervention plan shall be posted on the Berlin-Boylston Public Schools website.

RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H, 37H½, 37H3/4, M.G.L. c. 71, §§41 and 42, M.G.L. c 76 § 5, or other applicable laws, or local school or district policies, or collective bargaining agreements, in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

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

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; MGL 71:37O; MGL 265:43, 43A; MGL 268:13B; MGL 269:14A;

CROSS REFS.: AC, Nondiscrimination; ACA, Nondiscrimination on the Basis of Sex; ACE, Nondiscrimination on the Basis of Handicap; JBA, Policy Against Harassment and Discrimination for Students; JICFA, Prohibition of Hazing; JK, Student Conduct

Approved: *Berlin-Boylston Regional/Union #60 School Committee – January 6, 2015*
Boylston School Committee – January 6, 2015
Berlin School Committee – January 6, 2015

BERLIN-BOYLSTON PUBLIC SCHOOLS
BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

- 1. Name of Reporter/Person Filing the Report:** _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

- 2. Check whether you are the:** **Target of the behavior** **Reporter (not the target)**

- 3. Check whether you are a:** **Student** **Staff member (specify role)** _____
 Parent **Administrator** **Other (specify)** _____
Your contact information/telephone number: _____

- 4. If student, state your school:** _____ **Grade:** _____

- 5. If staff member, state your school or work site:** _____

- 6. Information about the Incident:**
Name of Target (of behavior): _____
Name of Aggressor (Person who engaged in the behavior): _____
Date(s) of Incident(s): _____
Time When Incident(s) Occurred: _____
Location of Incident(s) (Be as specific as possible): _____

- 7. Witnesses (List people who saw the incident or have information about it):**
Name: _____ **Student** **Staff** **Other** _____
Name: _____ **Student** **Staff** **Other** _____
Name: _____ **Student** **Staff** **Other** _____

- 8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.**

- 9. Signature of Person Filing this Report:** _____ **Date:** _____

(Note: Reports may be filed anonymously.)

FOR ADMINISTRATIVE USE ONLY

- 10. Form Given to:** _____ **Position:** _____ **Date:** _____

Signature: _____ **Date Received:** _____

Adopted: August 28, 2013

BERLIN-BOYLSTON PUBLIC SCHOOLS
BULLYING PREVENTION AND INTERVENTION INCIDENT INVESTIGATION FORM

1. Investigator(s):_____ Position(s):_____
2. Interviews:
 Interviewed aggressor Name: _____ Date: _____
 Interviewed target Name: _____ Date: _____
 Interviewed witnesses Name: _____ Date: _____
Name: _____ Date: _____
3. Any prior documented Incidents by the aggressor? Yes No
If yes, have incidents involved target or target group previously? Yes No
Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:
 YES NO
 Bullying Incident documented as _____
 Retaliation Discipline referral only _____
2. Contacts:
 Target's parent/guardian Date: _____ Aggressor's parent/guardian Date: _____
 PPS Director / Superintendent Date: _____ Law Enforcement Date: _____
3. Action Taken:
 Loss of Privileges Detention PBIS referral Suspension
 Community Service Education Other _____
4. Describe Safety Planning: _____
Follow-up with Target: scheduled for _____ Initial and date when completed: _____
Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____ Report forwarded to Superintendent: Date: _____
(If principal was not the investigator)

Signature and Title: _____ Date: _____

Adopted: August 28, 2013

BACKGROUND CHECKS

It shall be the policy of the Berlin-Boylston Public Schools that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees, who may have direct and/or unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The school committee shall only obtain a fingerprint background check for current and prospective employees for whom the school committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the school committee shall review the results of the national criminal history check. The superintendent shall also obtain a state and national fingerprint background check for any individual, who provides school related transportation to children. The school committee, superintendent or principal as appropriate may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the school committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available criminal offender record information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and/or unmonitored contact with children.

Direct and/or unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI Checks

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts

Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes ***only***:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent.

When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

Determining Suitability

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

The name and date of birth of the employee or applicant;
The date on which the school employer received the national criminal history check results; and,
The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Relying on Previous Suitability Determination.

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

Provide the individual with a copy of his/her CHRI used in making the adverse decision;

Provide the individual with a copy of this CHRI Policy;

Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and

Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding

the terms of General Laws chapter 151B, S. 4,(9,9 ½). Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal refs), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever he/she solicits information from an individual concerning his/her history of criminal convictions.

Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI. The following information will be recorded in the log:

Subject Name;
Subject Date of Birth;
Date and Time of the dissemination;
Name of the individual to whom the information was provided;
Name of the agency for which the requestor works;
Contact information for the requestor; and
The specific reason for the request.

Reporting to Commissioner of Elementary and Secondary Education

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

C.O.R.I. REQUIREMENTS

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who provides school related transportation to children, who may have direct and/or unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for

employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the department of criminal justice informational services on all employees, individuals who provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and/or unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, “Direct and unmonitored contact with children” means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. “Contact” refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and/or unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and/or unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds.”

In accordance with state law, all current and prospective employees, volunteers, and persons providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI acknowledgement form may result in a referral to local counsel for appropriate action. Completed acknowledgement forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under the policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. CORI shall be shared with the individual to whom it pertains, pursuant to law, regulation and the following model policy, and in the event of an inaccurate report the individual should contact the department of criminal justice informational services.

Access to CORI material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, CORI material should be obtained only where the Superintendent had determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law and the model policy, reserves the exclusive right concerning any employment decision.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of the employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who provides transportation, or volunteer who may have direct and/or unmonitored contact with children. Current employees, persons providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and/or unmonitored contact with children.

For purposes of this policy, the School Committee Members shall be considered employees of the District.

For purposes of this policy, volunteers are placed in two categories: Classroom Volunteers; Extended Day Volunteers.

Classroom Volunteers – These individuals are volunteering in the classroom during the school day and are in the presence of school staff. These individuals are not required to provide fingerprinting to the District.

Extended Day Volunteers – These individuals are volunteering before or after school, providing programming to our students, or are chaperones for overnight field trips or extended day field trips. These individuals are required to provide fingerprinting to the District.

LEGAL REFS.: M.G.L.6:167-178; 15D:7-8; 71:38R, 151B, 276:100A; P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. ; 0.33(b)
42 U.S.C. § 16962; 603 CMR 51.00; 803 CMR 2.00; 803 CMR 3.05 (Chapter 149 of the Acts of 2004); FBI
Criminal Justice Information Services Security Policy; Procedure for correcting a criminal record; FAQ –
Background Checks

NOTE: The Department of Criminal Justice Information Services (DCJIS) has adopted regulations requiring that it maintain a model CORI policy and that any written policy must meet the minimum standards as found in the model. Therefore, MASC recommends that school districts retain both the school district specific policy incorporated here and the DCJIS model policy attached as ADDA-R.

Approved: *Berlin-Boylston Regional / Union #60 School Committee – November 10, 2014*
Boylston School Committee – November 10, 2014
Berlin School Committee – November 10, 2014

Appendix V: Athletic Handbook

**2021-2022
ATHLETIC
HANDBOOK**



Mr. Matthew Porcaro, Athletic Director

ATHLETIC HANDBOOK 2021-2022

Welcome to Tahanto Regional Middle / High School Athletics.

We believe that the following information will help answer many of your questions regarding Interscholastic Athletics at Tahanto Regional. Keep this booklet and refer to it whenever you have a question or concern regarding your child's athletic experience. If this booklet does not answer your question or concern, please call the child's coach first as he or she will be able to be more specific with an answer. If your concern has not been addressed, you should then contact the Athletic Director. Please do not let your questions or concerns go unanswered or depend upon answers from people who are not empowered to give them.

We look forward to your association with the athletic program at Tahanto Regional. Thank you in advance for your help and cooperation.

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 courses of study of such public school on account of age, race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, creed, disability, veteran status, genetic information, homelessness or any other class protected by state or federal law.

I. PHILOSOPHY

The Interscholastic Athletic program at Tahanto Regional is committed to the Mission Statement of the Berlin-Boylston School District. The Mission Statement states:

"We at Tahanto Regional Middle/High School are dedicated to the belief that each student can achieve personal excellence. Pursuant to this belief, we are: Dedicated to giving every student the opportunity and means to acquire and apply essential knowledge in the content areas and command of the critical reasoning and other higher order thinking skills required for problem solving, research and continuous learning. Committed to helping students develop the interpersonal skills necessary for working effectively with others to become responsible, productive school and community members. Resolved to create and maintain a safe environment in which we foster tolerance, self-respect, and integrity in each individual."

The Tahanto Regional Athletic program is an extension of the academic classroom. As such, it is committed to teaching not only the skills and strategies of particular sports, but also the ability to accept success graciously and to handle disappointment maturely. Our coaches are charged with the responsibility to teach the values of accountability, citizenship, sportsmanship, confidence, tolerance, leadership, organizational skills, participation within the rules, persistence, work ethic, physical well-being, responsibility, sacrifice, self-discipline, social skills, striving towards excellence, taking instruction and teamwork. This is obviously an awesome responsibility and we will do our best to see that it is never taken lightly.

We look at each particular program in its entirety. The middle school, junior varsity and varsity teams of a particular sport are not considered as separate entities but as part of one sports program. The goals of the middle school and junior varsity teams are to develop a fundamental understanding of the game, improve upon those skills needed to compete in the game and to instill in each participant an appreciation for the commitment and dedication involved in being a member of a team. At the varsity

level we look for our teams to compete against opponents at the highest possible level of execution. Emphasis is placed on each student-athlete constantly trying to improve on his/her abilities, working with others as a team and developing positive values that will help him/her become a productive adult in society.

II. GOVERNING BODIES

A. The Massachusetts Interscholastic Athletic Association

Tahanto Regional High School is a member in good standing of the M.I.A.A. and as such abides by all of its rules and regulations.

The M.I.A.A. serves its member schools in a variety of ways including sports specific rules, academic standards, sportsmanship guidelines, assistance in drug and alcohol education, and post seasonal regional and state tournaments for varsity level competition. When our varsity teams qualify for and enter such tournaments, we are subject to specific rules and regulations that govern each tournament.

B. The Midland-Wachusett League

Tahanto Regional is a member of the Midland-Wachusett League that is governed by the rules of the M.I.A.A. and its own constitution.

The League is divided into Divisions according to population and sport. The Divisions are as follows:

SPORTS							
GOLF	FIELD HOCKEY	GIRLS LACROSSE	GIRLS/BOYS SOCCER	CROSS COUNTRY	BASKETBALL	TRACK	BASEBALL SOFTBALL
Ayer-Shirley	Clinton	Fitchburg	Ayer-Shirley	Ayer-Shirley	Ayer-Shirley	Ayer-Shirley	Ayer-Shirley
Fitchburg	Maynard	Hudson	Fitchburg	Clinton	Maynard	Maynard	Maynard
Maynard	Murdock	Lunenburg	Murdock	Maynard	Murdock	Murdock	Murdock
Tahanto	Narragansett	Marlboro	Narragansett	Narragansett	Narragansett	Narragansett	Narragansett
West Boylston	Tahanto	Oakmont	Tahanto	Tahanto	Tahanto	Tahanto	Tahanto
		Tahanto	West Boylston		West Boylston	West Boylston	West Boylston

C. BERLIN-BOYLSTON REGIONAL SCHOOL COMMITTEE

The Berlin-Boylston Regional School Committee and the Principal set additional policies, regulations and rules. Under M.I.A.A guidelines, local communities are allowed to set additional policies, rules and or regulations as long as they are not less restrictive than those stipulated by the M.I.A.A.

<u>SPORTS</u>		
<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Varsity Girls Soccer	Varsity Girls Basketball	Varsity Girls & Boys Track
Varsity Boys Soccer	Varsity Boys Basketball	Varsity Softball
Varsity Field Hockey	J.V. Boys Basketball	Varsity Baseball
Varsity Golf	J.V. Girls Basketball	Varsity Girls Lacrosse
Varsity Football*	M.S. Girls Basketball	Varsity Boys Lacrosse (co-op with Hudson)
Varsity Boys Cross Country	M.S. Boys Basketball	Varsity Girls Tennis (co-op at Clinton) Varsity Boys Tennis *
Varsity Girls Cross Country	Cheerleading	JV Girls Lacrosse
J.V. Field Hockey	MS Cheerleading	JV Boys Lacrosse (co-op with Hudson)
J.V. Boys Soccer	Gymnastics (co-op at Marlboro)	JV Softball
J.V. Girls Soccer	Boys Ice Hockey (co-op at Assabet)	JV Baseball
J.V. Football*	Girls Ice Hockey (co-op at SPM)	MS Girls & Boys Track
M.S. Boys Soccer		MS Softball
M.S. Girls Soccer		MS Baseball

*cooperative team with West Boylston

III. PARENT INFORMATION

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the student-athlete. As parents, when your child becomes involved in our program you have a right

to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

A. Communication You Should Expect From The Coach

1. Expectations the coach has for your child as well as other players on the squad
2. Team requirements
3. Procedure followed when your child is injured during participation
4. Discipline that may result in the denial of your child's participation

B. Communication Coaches Should Expect From Parents

1. Concerns and questions expressed directly to the coach
2. Notification of any schedule conflicts well in advance

As your child becomes involved in the athletic program at Tahanto he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

C. Appropriate Concerns To Discuss With Coaches

1. The treatment of your child, mentally and physically
2. Ways to help improve your child
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches take their profession seriously. They make decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain issues can be and should be discussed with your child's coach. Other issues, such as those that follow, must be left to the discretion of the coach.

D. Issues Not Appropriate To Discuss With Coaches

1. Playing time at the Varsity Level
2. Team Strategy
3. Play calling
4. Other student-athletes

In situations regarding a concern of a parent the following procedure should be followed. It is important that both parties have a clear understanding of the other's position to help promote a resolution to the issue of concern

E. Procedure for Questions or Concerns from Parents

1. Call the school (508 869-2333) to speak with the coach or to leave a message for the coach to call you.
2. After your conversation with the coach, if your question or concern did not produce a resolution call and set up an appointment with the Athletic Director.
3. If a resolution cannot be reached after discussion with the Athletic Director, follow the established chain-of-command procedure established by the school committee, which is through the Principal, Superintendent, and finally the School Committee.

F. Cooperative Teams

Tahanto Regional and other area schools have been established through the M.I.A.A. the use of cooperative teams in many sports.. Tahanto students may participate in junior varsity football, varsity football, and varsity tennis at West Boylston, gymnastics at Marlboro, boys hockey at Assabet, girls hockey at SPM, girls tennis at Clinton, and boys lacrosse at Hudson. The school provides transportation to and from the practices and games as part of the agreement with West Boylston. Students participating in the cooperative program are allowed to drive a car to practice provided they have completed a permission form. They are not allowed to transport other students other than their siblings.

Cooperative student-athletes assume the identity of the host school and are eligible for receipt of athletic awards at the host school. Students participating in the cooperative team program are required to abide by the rules, regulations and fees of the host school.

In all cooperative teams other than those with West Boylston parents must provide transportation to and from practices to the host school. All cooperative students must pay the user fee at the school that they attend.

G. Directions to Games

Directions to games can be found at the Tahanto athletic website.

H. Game and Practice Schedules

1. Practice and game schedules can be found on the Tahanto athletic web site <https://tahantoregional.rschoolteams.com>
2. Season schedules of games are available online at the Tahanto athletic website. The dates of the games are subject to change due to weather conditions, availability of officials, schedule of the opponents, etc. Some games may be scheduled on Saturday and during school vacation. A weekly practice schedule can be found at the Tahanto athletic web site.

Students can print a copy out of the schedule at the school if they do not have access to a computer at their home.

I. Middle School Students Playing on A Varsity Team

Sixth grade students are not allowed to try-out for JV or Varsity teams unless there is no middle school team for that sport. Sixth and seventh grade students interested in participating in football are encouraged to participate on the local Pop warner **or AYF** football team.

Seventh and eighth grade students are not allowed to play on a varsity team unless that is the only level in that sport.

Seventh and eighth grade students are expected to try out for the middle school team. They may try out for the JV team if there isn't a middle school team, or are instructed to do so by the coach.

J. Tahanto Booster Club

The Tahanto Booster Club was formed to promote and enhance the athletic programs at Tahanto Regional High School. Meetings are generally held on the first Tuesday evening of each month starting at 6:30 p.m. in the Tahanto Faculty Room. All parents are welcome and encouraged to join. Any questions or concerns that you have about the athletic program at Tahanto Regional High School can be addressed through this organization or by contacting the Athletic Director at Tahanto Regional Middle/High School

STUDENT ELIGIBILITY REQUIREMENTS

A. Physical Exam

Each student must have had a physical exam within the past 13 months in order to participate in the athletic program. A physical exam remains in effect for 13 months from the date of the exam.

Students who meet this criteria at the start of the season will remain eligible for that season. Once the physical expires, the student is ineligible to participate in athletics. If the physical expires during the season, the player will be deemed ineligible the day it expires, and will not be allowed to participate until he/she has an updated physical. The physical exam form must be on file in the nurse's office at Tahanto Regional High School. Any student that does not have this form on file at the school will not be allowed to participate in the athletic program.

B. Registration/Permission Forms

Every student and his/her parent/guardian must sign a registration form in order to participate in any of the athletic programs. Forms are available online at the Tahanto Athletic Website. <https://tahantoregional.rschoolteams.com>

C. Academic Requirements

1. A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade (numerical grade of 65 or above) in at least all but one of the major subjects that he/she is taking. Major subjects are those classes that meet five days per week.

2. Eligibility for fall sports is determined by the final year marks.

3. Incomplete grades do not count as passing grades.
4. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that marking period have been issued to the parents of all the students within a particular class.
5. Academic eligibility is required for a student to participate in any try-out, practice, scrimmage or game. Academic eligibility is required for a student to participate in any scrimmage or game.
6. A student cannot count towards eligibility any subject taken during the summer, unless that subject has been taken and previously failed.

D. Transfer / School Choice / Home-School Students

1. Any student that has transferred from another school, is attending Tahanto as a member of the school choice program or is being home schooled should check with the Athletic Director to determine his/her eligibility status.
2. Any student that transfers in after the start of practices for a particular season is not eligible to try-out for any sport that season.
3. Home-school students may participate in the athletic program provided they meet the requirements set forth by the M.I.A.A. Parents of home-school students should contact the Athletic director for more information.

E. Athletic User Fees

1. Students participating in the Tahanto athletic program at Tahanto are required to pay a user fee. The user fees are designed to pay for transportation, game officials, state and league dues, uniforms and supplies required for the athletic program. If a family is unable to pay the user fee, waivers are available. All requests for reduced fees must be submitted in writing to the Athletic Director. If a fee is not paid by the required date, the student will be ineligible to participate in any practice, game or scrimmage until the fee is received.
2. Fees are nonrefundable after the first scheduled game in that sport. Exceptions to this rule can be made at the discretion of the athletic director and principal,
3. Fees are \$250 for the first sport, \$250 for the second sport and a family cap of \$600. Once again, co-op participants are required to pay the host school's athletic fees. Fees paid to the host school for a co-op will also be tallied towards the Tahanto family cap. Waivers are available for financial assistance.

IV. STUDENT INFORMATION, REGULATIONS AND RESPONSIBILITIES

A. Academics

The primary reason for a student to be in school is for academics. Extra help and academic activities take precedence over the participation of the student in a practice or game. Students are strongly encouraged to and expected to notify the coach in advance when they will not be at a practice or game due to academic reasons.

B. Attendance At School

1. In order to participate in try-outs, practice, scrimmage or a game on a school day, students must be in school for at least 6 out of the 7 periods of a full school day.
2. Students who have an approved excused absence are eligible to participate in the athletic program. Students should refer to the Tahanto Student Handbook or check with the Administrative Assistant of Attendance if they are not positive as to whether an absence is excused or not. Students excused by the nurse or who are absent from school due to illness (whether it is excused or not) are not allowed to attend a practice, scrimmage or game on that day.
3. Students suspended from school, whether it is an in school or an out of school suspension, are not allowed to participate in the athletic program on the days of their suspension.
4. On days that school is only in session for half of the day, students are required to be in school for at least 3 out of the 4 periods on that particular day in order to participate in the athletic program.

C. Attendance at Practice

1. It is extremely important that the student notify a coach if he/she is not going to be present at a practice or a game. The student should speak to the coach directly or in the case where the coach is not in the school he/she should speak to the Athletic Director.
2. Students are excused from practices and games for illness, academics, family emergencies or religious reasons. Prior notification is strongly recommended and expected. However, an excused absence could still affect playing time.
3. Students are not allowed to miss a middle/high school practice, scrimmage or game to attend a non-school practice, scrimmage or game in any recognized M.I.A.A. sport.
4. Practices on Sunday are mandatory unless for religious reasons.

D. Behavior

As a representative of Tahanto we expect our student-athletes to be an exemplary role model for their peers. The expectations, demands and responsibilities of being a student-athlete are a necessary obligation for all of our athletes. Behavior in the school and in the community, which is offensive to the conduct expected of our athletes, will be brought before the administration for review. The purpose of this review is to make recommendations to aid the student in his/her total development and growth.

1. Teacher detentions and office detentions take precedence over a student's participation in a practice or game.
2. A student is not allowed to change the date of his/her teacher detention, office detention or suspension in order to participate in a practice, game or scrimmage.
3. Students who are on suspension, whether it is an in-school suspension or an out of school suspension are not allowed to participate in the athletic program on the days of their suspension.

E. Bona Fide Team Member Rule

A bona fide member is a student who is regularly present for and actively participates in all team practices and competitions. Bona Fide members of a school team are precluded from missing a high school practice or competition in order to compete with a non-school team.

The first offense of the bona fide team rule will result in only a suspension for 25% of the season. The second offense will result in a suspension for 25% of the season, and ineligibility for tournament participation.

A coach does not have the right to excuse a team member from a practice or a game so that he/she may play. In special circumstances the principal can apply for a waiver to this rule.

F. Chemical Health

1. During the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later. A student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; **vaping products**; 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.
2. When the Principal confirms, following the opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport.
3. When the Principal confirms, following the opportunity for the student to be heard, that a second or subsequent violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport.
4. Penalties shall be cumulative each academic year. 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 of the student during the next academic year.

G. Commitment

1. When trying out for a team and after being selected to be a member of a team, Tahanto Regional student-athletes are expected to attend all practices and games of that team. Interscholastic athletics demands much more commitment than a club or recreational activity. Students should be aware of the time commitment prior to trying out for the team.
2. Practices for varsity teams may average two hours; junior varsity and middle school practices will average one and half-hours. Varsity practices/games will average 5+ days a week, junior varsity practices/games will average 5 days a week, and middle school practices/games will average 4 days a week.

H. Concussions

Concussion Information:

The Massachusetts Department of Public Health has enacted a law concerning concussions which applies to all Massachusetts Interscholastic Athletic Association member schools. The law reads, **"ANY ATHLETE WHO EXHIBITS SIGNS, SYMPTOMS OR BEHAVIORS CONSISTENT WITH A CONCUSSION (SUCH AS LOSS OF CONSCIOUSNESS, HEADACHE, CONFUSION, OR BALANCE PROBLEMS) SHALL BE IMMEDIATELY REMOVED FROM THE CONTEST AND SHALL NOT RETURN TO PLAY UNTIL CLEARED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL."**

Before beginning any extracurricular athletic activity, the following people will participate in a training program approved by the Department of Public Health:

- Athletic trainers
- Coaches
- Parent volunteers for any extracurricular athletic activity
- Physicians employed by the school or who volunteer for any extracurricular athletic activity
- School nurses or nurses who volunteer for any extracurricular activity
- Athletic directors
- School marching band directors
- Parents or legal guardians of children who participate in any extracurricular athletic activity
- Student athletes

Education and Training Program for Personnel

- The program will include information on the prevention and recognition of a sports-related injury, including second impact syndrome. The training and education will be repeated each subsequent year.

Education and Training for Students and Parents

- The athletic director will provide current Department of Public Health (DPH) approved materials to all students who plan to participate in extracurricular athletic activities and their parents in advance of the students' participation. Such materials at minimum include a summary of the DPH's rules relative to safety, including but not limited to recognition of symptoms of head injury. The biology and short and long-term consequences of concussion, second impact syndrome, and rules to return to play after a head injury or concussion will all be addressed.

- The student and parent shall submit a signed acknowledgement of receipt of information and completion of on-line training.
- The training and education will be repeated every subsequent year.

Documentation of Head Injury and Concussion History

- At or before the start of each sport or band season, all students who plan to participate in extracurricular athletic activities shall complete and submit to the athletic director or band director, a current athletic sign-up form, signed by both the student and the parent, that provides comprehensive history, including any head, face or cervical spine injury history, and any history of co-existent concussive injuries. Students may not participate in these activities until all forms and tests have been completed.
- The athletic director shall ensure that all forms that are required by 105 CMR 201.009(B) (1) are distributed to each coach and band director. The coaches and band director will ensure that all forms are completed and submitted to the athletic director for review. Copies of forms, which indicate a history of head injury/concussion, must be given to the school nurse.
- An incident report must be completed by the coach or band director and forwarded to the school nurse and athletic director when a student sustains a head injury or concussion during a game or practice. A parent must inform the school nurse if the injury occurs outside of those settings. The school nurse will forward this information to the athletic director so he/she can inform the coach or band director.

Suspected Concussion Exclusion from Play

- Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice, game or competition immediately and may not return to the practice, game or competition that day.
- The student shall not return to play until medical clearance and authorization to return to play are provided as specified in 105 CMR 201.011.
- The coach/athletic trainer/designee shall communicate the nature of the injury directly to the parent in person or by phone as soon as possible. The coach will also convey this information in a written report available to the athletic/band director, parents, and school nurse by the end of the next business day.
- The coach or his/her designee shall communicate within this timeframe with the athletic director that the student has been removed from play for head injury or suspected concussion and complete and submit an accident report. The athletic director will give a copy of the report to the school nurse.
- Each student who is removed from play and subsequently diagnosed with a concussion shall have medical documentation regarding the re-entry to school academics and extracurricular activities given to the school nurse. The school nurse will communicate the plan to the athletic director, principal and/or dean of students, guidance counselor, teachers, and appropriate school staff.
- The student must be symptom free and medically cleared in order to begin graduated reentry to extracurricular athletic activities.

Medical Clearance and Authorization to Return to Play

- Each student who is removed from play for a head injury or suspected concussion shall obtain and present to the coach/athletic director/band director and school nurse, the

Return to Athletic Participation Form prior to resuming the extracurricular athletic activity. A physician or one of the individuals as authorized by 105CMR 201.011(A) must complete this form. The only individuals that may authorize a student's return to play are:

- 1. A certified athletic trainer in consultation with a licensed physician; or**
- 2. Neuropsychologist after the student has been examined and cleared by a licensed physician.**

Record Maintenance

- The district will maintain relevant and required records in accordance with 105 CMR 201.015.
- Records will be kept with the school nurse/athletic director as deemed appropriate.

Reporting

- The district shall be responsible for maintaining and reporting annual statistics on a Department of Public Health form or electronic format that at a minimum reports:
 1. The total number of Report of Head Injury Forms received by the school; and
 2. The total number of students who incur head injuries and suspected concussions when engaged in any extracurricular athletic activities.

Return To Play

The athlete may complete at most one level per day and may only progress to the next state if he/she remains symptom free. If any symptoms recur during any of the activities, the athlete should rest for at least 24 hours and then return to the previous stage.

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
Stage 1 No activity	Complete physical and cognitive rest	Recovery
Stage 2 Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% maximum predicted heart rate	Increase heart rate
	No resistance training.	
Stage 3 Sport-specific exercise	Skating drills in ice hockey, running drills in soccer. No head impact activities.	Add movement

Stage 4 Non-contact training drills	Progression to more complex training drills, eg passing drills in football and ice hockey. May start progressive resistance training.	Exercise, coordination, and cognitive load
Stage 5 Full contact practice	Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
Stage 6 Return to play	Normal game play following medical clearance.	

I. Conduct

The conduct, sportsmanship and attitude of our athletes are a reflection of the school and the community. Any misconduct by our athletes will be dealt with immediately. Specific acts such as being expelled from an athletic contest, technical fouls, red cards, etc. will be brought before the Principal, the Athletic Director and the Coach for review. We expect the highest and most exemplary conduct from our student-athletes. Any deviation from the school standards will jeopardize the further participation of the student in any of our athletic programs until the problem is rectified.

1. A student who is ruled out of a contest shall not participate in the next scheduled competition. (Exception: basketball - five personal fouls). The disqualified student is ineligible for any contest in that sport until the next contest at the same level has been completed. A two-game suspension will be assessed to any student athlete who is ejected from a contest for any of the following reasons: fighting, punching or kicking an opposing player, spitting at someone.
2. A student ruled out of a contest twice during the same season shall be disqualified from further participation in that sport and in all sports during that season for a year from the date of his/ her second disqualification. (Exception: soccer- a player receiving two red cards for an offense other than fighting is suspended for two games or two weeks whichever is greater).
3. A student who willfully, flagrantly or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall not participate in that sport season for one year.
4. A student who physically assaults an official shall be expelled from the activity immediately and banned from further participation in all sports for one year.
5. Some of the reasons an official may eject an athlete from a game that would lead to game expulsion are fighting, flagrant unsportsmanlike conduct which is defined but not limited to

violent action toward a player, official or spectator, the use of foul or abusive language, taunting, etc.

6. Officials consider taunting as a flagrant unsportsmanlike foul that disqualifies the offending person from that contest. Taunting includes any actions or comments by coaches, players, or spectators, which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the words are vulgar or racist.

7. All athletes on bus trips will behave in a manner that is not distracting to the bus driver.

8. All athletes are reminded that when visiting other schools to compete in interscholastic events they are guests at the host school. We expect that our young people will act in a responsible and courteous way; therefore, respecting the facilities and equipment of the host school. Any malicious destruction of property will result in dismissal from the team and the athlete responsible will be assessed for damages.

9. Team members must be on the bench during a contest. When teams travel together, the team waiting to compete or that has finished competing, should sit together. No one is permitted on the bench unless they are a team member or are associated with the team. There should be no abusive language or derogatory remarks from a team bench directed toward officials or opponents.

J. Equipment

1. Each athlete is responsible for the uniform and equipment issued to him/her. It is the athlete's responsibility to see that the uniform and equipment are returned to the coach. Experience has shown that most losses are due to lockers being left open, lending equipment to other students and leaving equipment out in the locker room. Equipment must be returned to the coach immediately after the end of the season and in the condition it was received.

2. If an athlete's uniform is lost or damaged, he/she must reimburse the school for the replacement cost of the uniform. Athletes should be aware that many of the uniforms are custom made and therefore very expensive to replace.

3. Payment of a lost uniform is required at the time of the loss.

4. No student will be allowed to try-out for another sport until all outstanding equipment has been returned or paid for.

5. Equipment should be returned to the coach and not to the main office.

K. Playing Time

Perhaps the most emotional part of a student athlete's participation in high school athletics centers around playing time. Student athletes participating in interscholastic athletics find that practices and expectations are intense and demanding.

1. It is the responsibility of the Tahanto Regional coaching staff to decide which athletes should start a contest, who should play what position, and how long each athlete should play. These coaching decisions, often difficult to make, are made only by the coaching staff and are approached very seriously after the coaches have observed the student athletes in practice sessions, game-like situations, scrimmages, and at times, games. Factors such as practice attendance, attitude, commitment, and of course athletic skill enter into the decisions.
2. At the middle school and junior varsity levels members of the coaching staff will make a strong effort to play all team members for as much time as is practical. The emphasis at this level is on teaching the fundamental skills and team play.
3. At the varsity level there are many instances where the most competitive, skilled team members will play the major portion of the contest. However, teams cannot and will not be successful without a "team" philosophy and the ability of players to be role players on the team. The success of the varsity team should never be measured in wins and losses but in the drive for each member of the team to perform up to the best of his/her ability and to do so by the rules and regulations of the game. **Playing time is not guaranteed.**

L. Sportsmanship

Tahanto Regional expects all parties at a contest to display the highest possible level of sportsmanship. Players, coaches and spectators are to treat opponents, game officials and visiting spectators and teams with respect. The M.I.A.A. reserves the right to "warn, censure, place on probation, or suspend up to one calendar year any player, coach, team, game or school official, or school determined to be acting in a manner contrary to the standards of good sportsmanship". Tahanto Regional in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship in any of our contests, both home and away.

M. Team Captains

It is the coach's decision as to how team captains are selected. They may be elected by the team or appointed by the coach. It is expected that team captains be leaders of their team and be ready to assume those duties as outlined by their coach. They are expected to communicate with the coach and team in the event of any problems that may affect the team or its members. Captains may be asked to meet with the Athletic Director during the school year to discuss the athletic program.

N. "Captain's Practice"

The M.I.A.A. and the Berlin-Boylston Regional School District do not sanction or condone "captain's practice" in any sport.

O. Transportation

1. All athletes are expected to ride to and from each away contest with the members of his/her team on the school bus. Riding to and from the game helps to develop a team concept and a team spirit.

2. In an emergency situation a student may travel with his/her parents if a specific request is made to the administration by the parent. A note should be brought to the main office in the morning of the particular day. Students in the Middle School will be allowed to ride home with their parents in non-emergency situations provided that they have brought in a written request to the administration in the morning.

3. Student athletes are not allowed to bring their cars to away games.

4. Students participating in the cooperative program at West Boylston are expected to take the bus provided.

P. Try-Outs

Participation in athletics is a privilege; students try-out voluntarily and, for some of our teams, risk the chance of not being selected for the team. During the try-out period the coach will provide an explanation of his/her expectations. It is the student's responsibility to demonstrate to the coach that he/she can meet these expectations. Students not selected for a team will be informed as to the reason they were not selected and are encouraged to try out for the team the following year.

Q. School Vacations, Family Vacations and Extended Absences

1. Every team member is expected to be present for all team practices and games. Because of schedule parameters, many of our teams practice and/or play during scheduled school vacations.

2. Students who plan to be absent for an extended period of time due to vacation or any other reason should discuss the situation with their coach well in advance.

3. Students that do go on vacation and miss practices and/or games may miss the opportunity to play in a game or games upon their return upon the discretion of the coach.

V. ATHLETIC AWARDS

A. Athletic Recognition Ceremony

The Athletic Awards ceremony is traditionally held during Memorial Day week in the Tahanto auditorium. Student-athletes and their parents and families are invited to attend. The MS and JV ceremony will take place from 6 – 7 pm, refreshments from 7 – 7:30 pm and the Varsity ceremony will begin at 7:30 pm. The date and time is subject to change.

B. Middle School and Junior Varsity Awards

These awards will be presented depending upon the availability of funds:

1. Certificate of Participation - Each student participating on an athletic team for the entire season will be presented a certificate of participation.

2. Booster Club Plaque -Awarded to the athlete on each team who displays good sportsmanship, a positive attitude, dedication and commitment throughout the season.

3. Most Improved Player Award - presented to the athlete on each team who has shown the greatest improvement since the beginning of the season.

C. Varsity Awards

These awards will be presented depending upon the availability of funds:

1. Certificate of Participation – Each student participating on an athletic team for the entire season will be presented a certificate of participation.
2. M.I.A.A. Sportsmanship Award – Presented to the male and female athlete during each Sport season who best exemplifies good sportsmanship.
3. Booster Club Plaque -Awarded to the athlete on each team who displays good sportsmanship, a positive attitude, dedication and commitment throughout the season.
4. Varsity Letter Award Jacket – Presented to all members of the junior class who have competed for the entire season at the varsity level during their junior year.
5. Most Valuable Player Award – Presented to the athlete on each varsity team who is considered to be the most outstanding player of the team.
6. Senior Athletic Award – Presented to each senior who has participated at the varsity level his/her senior year.
7. Outstanding Senior Athlete Award – Presented to the male and female student-athletes of the senior class who are perceived as the “outstanding athlete” by their senior teammates.
8. Athletic Director’s Award – Presented to the male and female senior athlete who has excelled at athletic proficiency, scholastic achievement, citizenship and community involvement.
9. Green & White Award – Presented to the male and/or female of the senior class who best exemplifies the true spirit and ideals of a Tahanto student- athlete as voted on by the Tahanto athletic/teaching staff, the Athletic Director and the Principal.

Appendix VI: Parent Groups

TAHANTO ATHLETIC BOOSTER CLUB

The Booster Club has been in existence since 1990.

The purposes of the Booster Club are:

1. To maintain an enthusiastic interest in all the Tahanto athletic programs
 2. To lend all possible support to the Tahanto athletic programs and the Athletic Director
 3. To enrich the experience of each student participating in any Tahanto athletic program
- Membership is open to all.

TAHANTO SCHOOL COUNCIL

The School Council has been in existence since 1993.

The objectives of the Council are:

1. To create, through the development of a shared vision and planning, a school environment which unites all members of the school community in a sense of belonging, commitment and growth
2. To participate in the shaping of policies and programs of the school

The Council membership is as follows: Parents, Teachers, Community Members, Students, Principal.

TAHANTO MUSIC PARENT ORGANIZATION

The organization known as TMPO has been in existence since 1984.

The objectives of the organization are:

1. To maintain an enthusiastic interest in all programs of the Music Department
2. To build and maintain an organization which will help promote the general enrichment activities of the Music Department

Membership is open to all parents and interested community members. TMPO meets on the first Monday of the month starting in September.

TAHANTO PARENT TEACHER ORGANIZATION

The Tahanto Parent Teacher Organization was formed in 1995.

The objectives of the group are:

1. To improve community awareness of Tahanto programs
 2. To assist the Principal in sponsoring parent forums and workshops
 3. To provide assistance for teachers
 4. To promote and assist with the organization of enrichment activities and programs for students
- Membership is open to all parents and community members. The Tahanto PTO meets monthly.

PARENT ADVISORY COUNCIL (SEPAC) ON SPECIAL EDUCATION

The purpose of the SEPAC is:

1. To lend support and guidance to parents of students with special needs
 2. To promote programs and services offered through the Special Education Department
- Membership is open to all parents of children with special needs and other interested parties. SEPAC meetings are held on a monthly basis starting in September.

TAHANTO SCHOLARSHIP COMMITTEE

The Tahanto Scholarship Committee has been in existence for over twenty years and its purpose is to award scholarships to graduating Tahanto students.

The committee has the following objectives:

1. To raise and manage scholarship funds
2. To set the criteria for evaluating qualified scholarship candidates
3. To select scholarship recipients

New community members are welcome. For more information call Tahanto Regional High School at 508-869-2333.

**STUDENT HANDBOOK
PARENT AND STUDENT ACKNOWLEDGEMENT**

(To be signed electronically by September 11, 2020)

Student Name (Print)

Homeroom

Date

This is to acknowledge that I have seen and had the opportunity to read the 2019-2020 STUDENT HANDBOOK pertaining to the rules and regulations of Tahanto Regional High School.

I acknowledge receipt of Policy JBA – Student Policy addressing Sexual Harassment – and have read and understand its contents.

Signature of Parent/Guardian

Signature of Student

AGREEMENT OF UNDERSTANDING
Berlin-Boylston Public Schools Network

(To be signed electronically by September 13, 2021)

School
Name: _____

User Section

This section must be completed by ALL USERS of the Berlin-Boylston Public Schools Network regardless of age or position.

User Name: (please print) _____ **Grade/Title:** _____

I have read the Berlin-Boylston Public Schools Network "Acceptable Use Policy" and agree to abide by its provisions. I understand that violation of these provisions will result in suspension or revocation of system/network access and privileges, legal action and financial obligations to the District for damages incurred.

User Signature: _____ **Date:** _____

Parent and/or Guardian

This section is to be completed for all users under the age of 18.

I have read the Berlin-Boylston Public Schools "Acceptable Use Policy." I understand that this access is designed for educational purposes only. I recognize that it is impossible for the Berlin-Boylston Public Schools to restrict access to all controversial materials and will not hold the school district responsible for materials acquired on the computer network. I accept responsibility for my student's use of the Berlin-Boylston Public Schools Network and global Internet connectivity. I accept legal and financial responsibility for my child, and accept that the information contained on this form is correct.

I hereby release the District, its operators and any institution with which they are affiliated from any and all claims and damages of any nature arising from my student's use, or inability to use, the Berlin-Boylston Public Schools Network.

I give my permission to issue an account for my student on the Berlin-Boylston Public Schools Network including the Internet and certify that the information contained on this form is correct.

Parent/Guardian Name: (please print) _____ **Date:** _____
Parent/Guardian Signature: _____ **Date:** _____

Parent or Guardian Failure to Consent

This section must be completed if you DO NOT WANT your son/daughter to have Network access.

I do not want my son/daughter to have access to the Berlin-Boylston Public School's Internet Access.

I do not want my son/daughter to have access to the Berlin-Boylston Public School's Local Network.

Student's Name: (please print) _____

Parent/Guardian Name: (please print) _____ **Date:** _____
Parent/Guardian Signature: _____ **Date:** _____

Net Orientation

The student shown above has participated in an orientation on the acceptable use of the network and network etiquette.

Net-Guide-Trainer Name: (please print) _____ Date: _____

Net-Guide - Trainer Signature: _____ Date: _____

Original to be kept at each school.

Compiled list will be sent to District Technology Coordinator by October 1st and updated at the beginning of each quarter

Berlin-Boylston Public Schools — Acceptable Use Policy — August 17, 1998