

Quaboag Regional School District

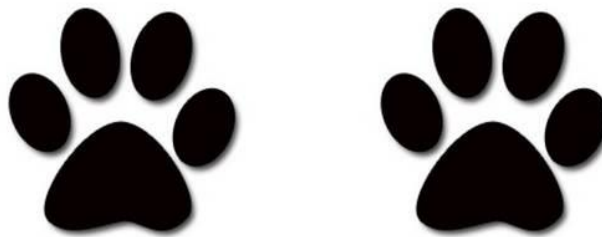
Warren Community Elementary School

&

West Brookfield Elementary School

# **Handbook for Students and Parents**

2021 - 2022



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

## Welcome

Dear families,

Welcome to another exciting school year in the Quaboag Regional School District. Our goal is to provide every child with the best educational experience possible with opportunities and achievements for all. It is necessary to implement guidelines and procedures to ensure a safe and supportive learning environment.

The purpose of this document is to act as a communication tool between the school and home. It contains our school policies, regulations, and important dates. You will find dismissal procedures, report card dates, MCAS schedules, and so much more! It outlines the expectations of our elementary students whenever they are on school property, riding the school buses, or on a school trip. Many of your questions have been anticipated and discussed in detail in this handbook.

It is important that your student understands this document as well as you. Please read and review the pertinent parts with them. We hold all students to high expectations and it is crucial that these expectations are clear to the students and families. The classroom teachers and administrators will be reviewing our discipline policies and behavior consequences with the students at school; however, we encourage you to review them at home as well. Students will receive a clear message from both school and home that these are our expectations and we will work together to ensure a safe, supportive environment where students can thrive! Please take the time to read this document and review it with your child at home. Keep it in a safe place to use as a reference throughout the year. If you have any further questions, concerns, or need clarification, please do not hesitate to call your child's school.

Yours in learning,

Kevin Slattery, Principal

Warren Community Elementary School

Kellie O'Brien, Principal

West Brookfield Elementary School

## Quaboag District Mission Statement

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

## Quaboag District Vision Statement

*Our vision is to provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth.*

Signature Page

Parents and schools must work together to achieve a successful educational experience for all students. Clear communication begins that process. The attached handbook outlines the expectations of students in school, on the playground, in the cafeteria and on the bus. Teachers have reviewed the handbooks with students. Please take the time to read and discuss this document with your child to stress the importance of good behavior.

**AFTER YOU HAVE READ THIS HANDBOOK CAREFULLY, PLEASE SIGN BELOW, REMOVE AND RETURN THIS PAGE TO THE SCHOOL.**

**Please note only “1” copy per family. This form MUST be signed and returned to school signifying your awareness of the rules, policies and discipline procedures. Please keep this handbook for future reference.**

.....

**RETURN THIS PORTION**

STUDENT NAME(S)

GRADE/TEACHER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to signify that we have received a copy of the Quaboag Regional Elementary School Handbook and that we have discussed its contents.

**PARENT’S SIGNATURE** \_\_\_\_\_

**Student Signature(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## **Section 1: General Information**

### **Admission Policy**

All children of school age will be entitled to attend the public schools in the town in which they reside, as will certain children who do not reside in the town but who are admitted under school committee policies relating to nonresident students or by specific action of the school committee.

Advance registration for prospective kindergarten students will take place in April. Every student seeking admission to school for the first time must present a birth certificate, or equivalent proof of age, acceptable to the Principal along with proof of vaccination and immunizations as required by the state and the school committee. Proof of residence or legal guardianship may also be required by the school administration. Your child must be **five years of age on or before August 31st** of the current year. Children who relocate to Warren or West Brookfield and seek admission to the public schools in their town of residence, will be admitted only when complete educational records have been made available to the school from school(s) previously attended by the children.

A complete records includes, but is not limited to: 1) academic records, including transcripts of courses of study completed and grades earned, 2) health and medical records, including a physician's certificate of immunizations and copies of physical examination records of the student, completed "in accordance with the Department of Public Health regulators, 3) disciplinary records, including documentation of suspensions and/or expulsions, or lack of, 4) student attendance records, 5) special education records which may exist, including Individualized Education Plans and other relevant documentation, and 6) residency affidavit with proof of residence attached. Legal guardianship may also be required by the school administration. Parents/guardians must accompany children to the school to initiate the registration process.

(Reference to M.G. L. 71:37L File: JF Adopted by the Quaboag Regional School Committee on January 27, 1997)

## Withdrawing Student

If you are moving and are withdrawing your child from school, please come to the school a few days prior to the withdrawal date. This will ensure ample time to complete necessary withdrawal paperwork and will allow our office staff to forward your child's records to the new school in a timely fashion.

## Communication

Frequent, clear communication benefits everyone, especially the student. When you have concerns about your child, please take the following steps:

1. Contact the teacher to discuss the concern.
2. Contact the principal if the issue is not resolved.
3. Contact the superintendent if the issue is still not resolved.

## School Hours- 8:25 am- 2:50 pm (full-day)

### 8:25 am- 11:51 am (half-day)

No student should arrive at school prior to 8:30 am as there is no supervision available. School begins promptly at 8:40 am. Any student arriving after this time is ***considered tardy***. Students arriving after 8:40 am should be escorted by a parent to the main office and signed in by that parent. Good work habits are formed as children, so it is important to be on time for school. Entry into the building will be through the front doors. The staff member on duty will open the doors at 8:30 am. Children shall enter in an orderly fashion. Breakfast students may proceed through the front door to the cafeteria. NO students are to enter through the rear doors.

## Parking

Cars **MUST NOT** park in the school yard between the hours of 8:00-9:00 am and 2:00-3:00 pm.

**West Brookfield Elementary parents** must use Sheldon Drive or Winter Street as the drop-off and pick up points for their children each day.

**Warren Elementary parents** must use the assigned parking areas in the lower lot when dropping off or picking up students

## Dismissal

**Every attempt should be made to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, the student will be excused for these appointments.**

Please know that dismissal procedures are meant to ensure the safety of your children. Your cooperation with these procedures is appreciated.

1. School is dismissed at 2:50 PM. Any request for an earlier dismissal time must be made in writing. To avoid confusion and ensure that students are dismissed correctly, **please call school prior to 1:00 PM requesting an early release or change in dismissal procedures.**
2. A written note must be sent to school requesting a change in dismissal procedure, for any student. **Telephone requests for dismissals should be for emergencies only.** If there is no note or phone call, the student will be sent home on the bus according to their regular dismissal routine.
3. If someone other than the parent/guardian is picking up the student after school, the office must receive a note or phone call from the parent. If the person is unknown to office staff, they will be asked to show identification.
4. Every student must be signed out in the main office by the person taking the child from the school.
5. All children picked up at the end of the day **MUST** be signed out. Parents may not take children out of the bus lines without reporting the dismissal change to the office.

## Bus Dismissal

Please take a few minutes to discuss with your child the accompanying Bus Rules in the appendix section and Quaboag Regional School District Policy regarding conduct on School Buses.

Due to the number of students who need to be transported, it is not always possible for students to change their routes for social opportunities. If a bus change is to be considered, the parent must contact the school to request the change for that particular day. If space permits, the change will be permitted. A note will then be given to the bus driver about the change. Bus drivers will not make changes without the note from the school office. The bus driver is responsible for the safe delivery of many children. Your cooperation is greatly appreciated and emergencies will be handled on an individual basis.

## No School Announcements

Occasionally school may be cancelled or delayed due to weather and/or emergencies. **It is essential that any personal changes in emergency procedures for your child be sent to the office in writing so that we may act accordingly.** Please tune in to local radio and television stations to listen for closings and cancellations. As always, parents determine whether or not to send their children to school during inclement weather when school is not cancelled. When school is cancelled, announcements are made:

**One Call Now Announcement Stations:**

**Television**

Channel 4, 5, 7, 22 and on our web site [www.quaboagrsd.org](http://www.quaboagrsd.org)

## Early Dismissal Due to Weather Conditions or Other Emergencies

If school is cancelled during the day, the same stations will carry information regarding closing times. However, early dismissal means that emergency forms and Connect Ed information must be up to date. If your early dismissal plans and contact numbers have changed or are incomplete, please send the written information to school. To ensure the safe delivery of your children, it is necessary to arrange plans beforehand.

If students are dismissed prior to 2:51 pm due to weather or school emergency conditions, it is crucial that your child has some place where he or she is supervised and in a safe setting. Develop a plan with your child. It could be as simple as providing a key to your home, or securing an arrangement with a friend or neighbor to watch your child. Unless the school has your specific instructions on file, the normal dismissal procedure will be followed.

## Attendance

In accordance with Chapter 76 of State Law, all children are expected to attend school unless they are ill or a family emergency arises. “Every person in control of a child ages (6-16) shall cause him/her to attend school as required.” (Chapter 76, Section 2). In addition: “Whoever induces or attempts to induce a minor to absent himself/herself unlawfully from school, or unlawfully employs or harbors a minor who while school is in session, is absent unlawfully there from, shall be punished by a fine of not more than (\$200). “ (Chapter 76, Section 4)” Supervisors of Attendance may apprehend and take to school without warrant any truant found wandering in the streets or public places.”

The Quaboag Regional School District believes that school attendance is vital to the academic success of all students. All



students are expected to be on time to school and attend classes regularly. This will allow all students to benefit from daily instruction and develop important lifelong habits of punctuality, self-discipline and responsibility. Absences disrupt the continuity of the learning process. It is imperative that parents/guardians require their children to attend school each day and every day. If poor attendance habits are not addressed during these important younger years, changing them can be difficult and may affect a student's ability to be successful in the years to come.

### **Student Absence (see Student Absences and Excusals Policy in Appendix)**

1. Parents/guardians MUST telephone and notify the school between 8:00-8:45 am whenever their son/daughter is absent, giving the reason for the absence. Calling the school on the day of the absence is a serious obligation of the parent and a means of protection and safety for the child. The school will contact parents, at work if necessary, if no phone call is received.
2. Following every absence, the parent/guardian must write a note to the homeroom teacher stating the reason for the absence.
3. When a child is absent because of a contagious disease, he/she will not be readmitted without a note from the attending physician and with the permission of the school nurse.
4. Whenever a student is absent, the school will call home to inquire as to the reason for the absence. We call home every day.
5. Parents/guardians of suspected school truants will be notified by the school administration.

6. Chronic absenteeism will result in a review of the student's academic progress.
7. Parents will receive notification when a student is absent from school 4.5 days or tardy 5 or more days within a marking quarter. The local truant officer will be notified as well. (M.G.L. 76:1) Students with excessive absences will be referred to the Worcester Juvenile Courts for investigation. Excessive absences are considered to be 4.5 or more per quarter.
8. Serious illnesses and special circumstances will be taken into account. **Family vacations do not fall into this category.** (See policy JH for excused absences)

### **Vacation Policy**

Families are expected to schedule their vacation in accordance to the school calendar so that students do not miss instruction.

Except for emergencies, the parent shall supply the school with written notification one week prior to the departure listing the specific dates the child will be absent from school.

Upon returning to school, students in grades K-6 will be provided with the necessary make up material from the instructional staff. It is the responsibility of the parent to insure that all make-up assignments are in within a time frame equal to the number of school days absent to receive credit. For example, if the child was away for three days, then the make-up work is due within three days of return. The child is still responsible for turning in current work on time.

### **Absence Due to Illness**

In the event of absence due to illness, students are responsible for making up work upon returning to school. At that time, teachers will provide assistance with the schoolwork missed.

This may be done at recess, after school, or as a homework assignment.

The parent may also request that homework be sent to the office for pick up, or be sent with a sibling. Please give ample time for the teachers to gather the work.

## Emergency Cards

These cards, which provide student name, phone number, parent information, name of emergency contact, the name of the child's physician and dentist are kept in the student's health file. It is the parent's responsibility to notify the school of any changes in the information provided on this card.

## Health

The challenge and rewards of school are best utilized and enjoyed by a healthy child. The school nurse is available for emergencies, dispensing prescribed medications and health instructions.

Parents may not be sure just when their child should not go to school. Below are some symptoms, which may mean your child is sick.

FEVER, CHILLS, SKIN RASH  
ABDOMINAL PAIN DIARRHEA  
SORE THROAT, VOMITING  
EYES AND/OR NOSE RUNNING, OR  
INFLAMED ENLARGED GLANDS

Children need to be free of illness for 24 hours without medication before returning to school. By following these guidelines, you will protect not only the health of your child, but the health of their classmates as well. If your child is sent home from school with a fever or vomiting/diarrhea, they will be excused from school the current school day and the following.

Also, note that your child will not be permitted to attend school if he/she is suffering from Pink Eye, Head or Body Lice, Impetigo, Ringworm, Scabies, Unusual Skin Rash, Sore Throat and Fever, and is not treated by a physician.

All prescribed medication to be taken at school must be accompanied by a *Consent Form for Prescription Medication*, signed by the parent or guardian, and stating the name of the medication and dosage to be administered. Medication must be in the original prescription container. Additional forms may be secured from the office as needed. All medication must be housed and dispensed from the nurse's office. **\*Drugs are not to be put in backpacks or brought in by children.**

When a child is ill at school, he or she should report to the Nurse's Office after consulting with and receiving a pass from the teacher. If the nurse is not available, the child will report to the main office. If, in the judgment of the nurse or school administrator, a student needs to be transported to a hospital, the parent will be immediately notified. If the parents are not available, the child will be transported by ambulance.

If at any time you have any questions about your child and the School Health Program, please do not hesitate to call the school nurse.

## Food and Nutrition Services

The Quaboag Regional School District offers a healthy variety of food choices for Breakfast and Lunch in all district schools. We encourage all students to have well balanced nutritious meals at school. We offer an exceptional variety of food choices reflecting New U.S. Dietary Guidelines, supported by the MA Department of Education.

## **Universal Free Breakfast and Lunch**

Warren and West Brookfield Elementary Schools offer Universal Free Breakfast and Lunch for **all** students. All students are encouraged to participate in this program as research indicates that nutrition has a direct impact on student learning. In order for your child to receive free lunch and breakfast, they must take a complete lunch comprised of all four food groups.

If your child chooses individual items, not the entire lunch, he/she would be charged for each item. For example, if your child only wants milk, the cost would be 0.50 cents.

If you have any questions, please call the Director of Food and Nutrition Services at 413-436-5991, x1922.

## **Food Allergies/Special Food Needs**

The School Principal, Director of Nutrition and Food Services, and the School Nurse will work closely with any student and family to achieve a safe, and protective environment pertaining to food allergies and Special Food Needs. Please contact the Nurse to initiate a nutrition related request. This will provide continuity in developing a comprehensive plan to meet your student's needs. Detailed medical documentation is requested so that it may be included in our overall plan of care.

## **Food Security**

We would also like to make student families in our District aware of emergency food assistances that is available in our community supported by community members and local businesses. With rising costs for living, it becomes increasingly difficult to eat well on a limited income. We want to make sure that families have access to nutritious foods throughout the year. No residency requirement is needed to access either pantry but a driver's license, or Mass Health, or WIC card is needed.

West Brookfield, at the First Congregational Church, The Sharing Cupboard on Wed. from 10-12 Noon, and on Thurs. from 7-8:30 PM. The Church phone number is 508-867-7078.

## **Section 2: Student Records**

### **Contents**

Student records contain all information concerning a student that is kept by the school. Each student and parent/guardian with physical custody has the right to see their own student records. Copies of any information in the records may be obtained upon request. No information in the student's record is available to anyone outside the school system without written permission from the student and/or parent and/or guardian. Exceptions to this would be a probation officer, court order or upon transfer to another school district.

### **Non-Custodial Parents**

To prevent unnecessary situations over the rights of parents and children, it is essential that custodial parents make certain the school has, in its possession, any court decrees relevant to access to the children and/or their records. A copy of a recent law (Chap. 71; 34H) regarding students' records is included in the Appendix.

Schools must now have court documents before we can release student records to a non-custodial parent. The non-custodial request must be made in writing annually. Additionally, the custodial parent will be notified of the non-custodial parent's request and will have time to respond. Based on court documents and the custodial parent's response, school records will be released accordingly.

### **Amending Your Child's Record**

The school must use the child's legal name as given on the birth certificate for all official records including report cards, etc. An official change of name requires a court decree of formal adoption and upon receipt of such a decree; the school will convert all records to the new name.

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations, 603 CMR 23.00 et seq. regard the following student information as discretionary- name, address, telephone number, date and place of birth, dates of attendance. Directory information may be disclosed at the discretion of the school. However, if you choose not to have this information disclosed please notify the principal by September 13<sup>th</sup>.

### **Record Transfer**

Pursuant to 603 CMR 23.07, notice is hereby given to parents and eligible students that the school forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

### **Access to Student Work**

During the course of the school year, personally identifiable student work may be seen and reviewed by third parties, i.e. classmates, hallway displays, etc. and thus, will be seen by many different people, not just the student, the parent and the teacher. In addition, as an instructional technique, students may be asked to edit, grade, review or comment on another student's work. This activity is part of the regular educational process and serves to benefit students. By signing the acknowledgement form with this handbook, the student and/or parent and/or guardian is hereby

agreeing to the disclosure of student work as outlined in this paragraph.

## **Section 3: Academic Information**

### **Report Card and Academic Status Report Dates**

Report cards will be issued three times a year with the exception of Kindergarten and Preschool. Academic Status Reports will be issued midway between report card dates for grades 3-6.

Academic Status Reports and Report Card distribution dates for the school year appear below:

#### **1<sup>st</sup> Marking Period**

Academic Status Report (Grades 4-6)	October 29, 2021
Report Card (Grades K-6)	December 10, 2021

#### **2<sup>nd</sup> Marking Period**

Academic Status Report (Grades 4-6)	February 24, 2022
Report Card (K-6)	March 25, 2022

#### **3<sup>rd</sup> Marking Period**

Academic Status Report (Grades 3-6)	May 13, 2022
Report Card (K-6)	June 17, 2022

\*Please note LEAP Preschool program has its own marking period schedule

### **State Assessment Dates**

April 1 – May 24                      Grades 3-6 MCAS

Note: Above dates are tentative and subject to change if school is closed for inclement weather or the state initiates a change. Exact dates will be determined later and sent home.

### Parent Conferences

Parent conferences are an excellent way to build a collaborative partnership between school and home. Scheduled parent conferences will be held on **November 18, 2021**.

A notice will be sent home informing you of a scheduled appointment for a conference with your child's teacher. There may be additional times throughout the year that you need or would like to meet with your child's teacher, please call the school and an appointment will be arranged through the office or teacher.

### Additional Testing

Any additional mandated testing and curriculum assessment testing will be administered in compliance with the regulations of the Massachusetts Department of Education, and the necessary time/testing revisions will be accommodated within the school district.

While results of group administered, standardized achievement test scores are not considered to be the best single measure of an individual child's performance compared to local and national norms, they might highlight areas for discussion between parents and teachers in order to achieve better understanding of the student's academic strengths and weaknesses. Parents are encouraged to address specific questions about test results to the student's teacher and questions about the testing program in general to the principal. Individual student scores on the MCAS (Massachusetts Comprehensive Assessment System) will be mailed home to parents as soon as possible after the scoring is complete.

### Promotion and Retention Policy

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional

staff, in consultation with the students' parents, such exceptions are in the best educational interest of the students involved. The primary reasons for retention are:

1. Unsuccessful academic growth
2. Indifference or lack of effort on the part of a capable student
3. Physical or social immaturity
4. Frequent or long absences

(See Appendix- Guidelines for Non-Promotion of Students)

(File: IKE, Adopted by the Quaboag Regional School Committee on 12/16/96)

### Classroom Use of VHS/DVD's

On occasion, a video tape or DVD may be used by a classroom teacher to support or enhance an element of the classroom instruction. A notice about this use will go home to the classroom parents explaining the purpose of this particular film and its significance to the class. Only educationally prepared tapes or G rated films will be used for this purpose. If a PG rated movie is being considered for use in the classroom for a particular content purpose, a permission slip will come home requiring parental permission for viewing. An alternate assignment will be provided for students who don't return a permission slip, or for whom a parent decides not to have view the film.

On occasion a G-rated videotape or DVD may be used as a classroom reward or for motivational purposes.

### Homework

It is the policy of the school that teachers, parents and students all work together cooperatively to instill an appropriate, disciplined approach to homework. Homework gives students the opportunity for independent study, while helping them to develop self-discipline that will be valuable to their future lives. It assists the teacher in identifying students' needs and accomplishments. Homework

reinforces and extends the work of the classroom, giving students the opportunity for drill, practice, or review in strengthening their work.

Teachers at each grade level meet and determine the types and content of homework required from their students. Additionally, students in grade 4-6 will be provided an agenda at the beginning of the year to record homework assignments and maintain contact between the parent and teacher. It is our expectation that homework should take approximately 10 minutes per grade level per night. For example, 3<sup>rd</sup> Grade equals 30 minutes and 5<sup>th</sup> Grade equals 50 minutes. If students are having difficulty with homework assignments, parents should reach out to the teacher to discuss the issue.

## Field Trips

All school rules and regulations apply to students while participating in any school sponsored field trip or social function. A signed parent permission slip and medication permission slip must be returned to the teacher. Please note: teachers cannot dispense medication in accordance with Massachusetts' State Law. The school makes every effort to arrange for a volunteer nurse to attend field trips. If a nurse is unavailable, parents will need to make individual arrangements with the building Principal beforehand. Students with behavioral difficulties may not be allowed to participate in field trips. The Principal will make the final decision.

If a parent chooses not to allow the student to participate in the field trip activity, the child must still attend school that day according to state law. If the child does not attend school, he or she will be counted as absent.

## Student Support Services

A wide range of services is offered to support the educational program including school-based counseling, Early Intervention Team

(EIT), supportive reading and math services, 504 services, special education services, gifted education, learning support classes, speech and language therapy and occupational and physical therapy.

### • Early Intervention Team (EIT)

Effective July 1, 1998, federal legislation under the Individuals with Disabilities Education Act (IDEA) ensures and protects the legal rights of regular education students to receive necessary adaptations and modifications within the regular education program. The team assists classroom teachers in planning and implementing strategies that are designed to produce success for students with academic and behavioral considerations.

The EIT engages in a collaborative, problem-solving process that incorporates various actions. The EIT identifies the problem based on assessment information and designs interventions for use in the classroom based on initial assessments of the student. A consensual decision is reached on the recommendations to implement.

## Use of Internet

Students may utilize the Internet to enhance their educational experiences during the school day. The Quaboag Regional School District enforces The Acceptable Use Policy, which is sent home with each student at the beginning of each year for parental signature.

## Visitors and Volunteers

- Parents are encouraged to participate in the education of their children at all times. The school provides numerous opportunities to become involved. If you are interested in being a volunteer, please contact the school office.
- All Volunteers **must** fill out/sign a *CORI* form, along with a copy of their license taken in the office, this has to be approved before they may begin.

- All parents and visitors must report to the office, sign in and receive a visitors badge before entering the academic areas.
- Any other visits outside of volunteering and field trips should be pre-arranged with classroom teacher and approved by building principal.

### **Section 4: Community Involvement**

This applies to all visitors from 8:00 AM to 2:51 PM.

- All visitors (includes everyone who is not a registered student for that school or a permanent district employee for that school) to district schools must enter the school through the main doors and report immediately to the school office where office personnel will assist them with their needs. **No one is allowed beyond the Main Office area unless they are properly registered AND are wearing an identification badge provided by the office personnel or the school district**
  - All parents and visitors must enter the building using the main entrance. After 9:00 AM, the security system is in operation, and access to the building is only through admittance buzzer door with Main Office.
  - Communications is an essential part of an effective educational program. It is very important for parents/guardians to keep in close contact with their child's teachers regarding academic and behavioral progress. The district calendar includes dates for parent/teacher conferences. Conferences with teachers and administrators may also be scheduled throughout the year by calling the teacher or office. In order to make sure that adequate time is available; all conferences must be arranged in advance.
  - Unless there is an emergency, students will not be called out of class to receive phone calls or visits from parents.
- The Quaboag Regional School Committee adopted guidelines for visitors to the schools on August 18, 1997 (File: KI). The guidelines encourage school participation while at the same time ensuring the safety and privacy of the student body. The following guidelines to classroom and school visits should be followed:
    1. Parental requests for classroom visitations are welcome as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
    2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members to give adequate notice to the staff members of the impending visits.
    3. For security purposes, it is required that all visitors report to the main office upon entering and leaving the building, and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the main office.
    4. Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
    5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

### **Newsletters and Website**

Regular communication is very important to build school and community relations. A monthly newsletter is sent home to inform you of upcoming activities and events that relate to the school or community. Please visit our district website [www.quaboagrsd.org](http://www.quaboagrsd.org)

which is a great source for information regarding school events and happenings. A district-wide newsletter is published each month and posted on the site with updates from all three schools and central offices.

Each individual school's website can be accessed through the district website. There you will find the newsletters, calendars, and recent happenings posted for each individual school. The QRSD also has active Facebook and Twitter accounts.

### **Parent - Teacher Group/Organization**

The Parent-Teacher group/organizations are an important part of our school family. Membership is open to anyone interested in the education of our students. Guest speakers are sometimes invited to share information about the latest educational trends and happenings. This organization also fund raises throughout the year to help offset the cost of field trips and other events during the school year. Please consider becoming a part of this worthwhile organization.

### **Gift Giving**

There may be times throughout the year that you or your child would like to give a gift to a principal, teacher, or the teacher's classroom. Please note that while these gifts are both thoughtful and much appreciated, the staff cannot receive any gifts of value of \$50 or more.

### **Building Use Guidelines**

The elementary school buildings and/or grounds are available for community use. All groups wishing to use the school facilities must follow the guidelines and procedures that are listed below. Do not call the school to check for available times, we cannot answer such inquiries. Submit a building use form to confirm availability.

1. Applications and regulations are available at both elementary schools as well as the district office.
2. Application must be submitted at least five days in advance of the date requested.
3. All necessary information must be included on the application.
4. The school will notify the applicant upon approval.
5. Applicant should call one day before the scheduled event to confirm.
6. At the end of usage, please pick up after yourself.
7. No FOOD or DRINK in the gymnasium.
8. If something is broken, please report it immediately to the custodian on duty or to administration as soon as possible.
9. Backboards are to be returned to their original height before leaving. No dunking is allowed.
10. It is the responsibility of the applicant to explain these conditions and terms to everyone involved in their organization using the gym and to enforce these conditions/terms with spectators.
11. Absolutely no one should go on stage or behind the curtain.
12. Damages are subject to appropriate replacement or restoration fees.
13. Proper supervision and chaperones are the responsibility of all organizations using the facilities. There must be an adult in charge at all times.
14. If a police detail is required, it is the responsibility of the renting organization to make arrangements.
15. All drugs, alcohol, and tobacco products are prohibited within the school building, facilities or grounds. (M.G.L. 71:37H)



16. Group size is limited to gym or cafeteria capacity. Fire laws are to be followed.
17. The organization of individuals utilizing the school facilities is responsible for any damages or losses related to the use of the facilities.
18. Changes in the above may be made without notice. The Superintendent/Principal, as agent for the school shall administer these procedures, and at his/her discretion, waiver or alter any of the above guidelines as the need arises.

### **Section 5: Student Conduct**

#### **QRSD Student Dress Code File: JICA**

School dress should be safe, healthful, and not interfere with the educational process. It must be appropriate for the activity. The Principal will determine the appropriateness of a student's appearance and attire. Failure to comply with the student dress code may result in the following: parental contact, removal/changing of inappropriate materials, and possible confiscation of materials to be returned to parent/guardian. The Quaboag Regional School Committee permits principals in the Regional School District to restrict the wearing of clothing or adornment by students which is threatening to the safety or health of the students or to other students or school personnel, or disruptive to the school operation and discipline.

No student on school property, or at any school-sponsored function, shall wear any article of clothing, including hats and hoods, jewelry, emblem, badge, symbol, or sign that has wording or designs that are obscene, lewd, vulgar, or are disruptive to the educational process, or which advertises alcoholic beverages, illegal drugs, or other controlled substances that are illegal under Massachusetts State Law.

No student on school property, or any school sponsored function, shall wear any article of clothing, (including hats and hoods), jewelry, emblem, badge, symbol, or sign that demonstrates membership or affiliation in any group. As defined in this policy, a “group” is any two or more persons affiliated together, either formally or informally, whose purposes include the commission of illegal acts or who, in concert, commit illegal acts. Students are not permitted, for security reasons, to wear coats, jackets, hats, or hoods during the school day. Outerwear (coats and jackets) must be kept in areas designated for outerwear or in assigned student lockers. *Approved by the Quaboag Regional School Committee on July 20, 1998.*

#### **Student Conduct**

It is our firm belief that all students have the right to learn in an atmosphere that is safe and free of conflict. Good discipline helps students become more self-disciplined and function in a way that frees the student to learn and enables the teacher to teach. Good discipline provides direction as well as limits within which students can function with some degree of comfort because they know what is possible and why. Parents, talk to your child, find out what’s going on in school and let your child’s teacher know if there are problems at home that might affect his/her behavior in school. (Please see Appendix for policy on Sexual Harassment, Bullying, and Hazing)

Individual classrooms will have expectations specific to that grade level. Classroom notices will be sent home accordingly. However, the information below is designed to provide students with a general description of expected behaviors. It is difficult to anticipate every event and situation that may transpire. Therefore, it is understood that the administration will respond in a professional, responsible, and reasonable manner in order to maintain a positive school environment.

## **Bus Conduct**

Please take a few minutes to review the Bus Rules adopted by the Quaboag Regional School District. These policies have been created to protect your children as they travel to and from school each day. (See Appendix)

## **Discipline**

It is necessary that children learn to develop self-discipline in order to further learning and not interfere with the learning of others. Parents and students please note that all rules of the building are in effect at all times a student is present on school grounds and at all times when a student is involved in a school related activity off school grounds. Parents are requested to review these discipline guidelines with their children.

### **A. STUDENT BEHAVIOR EXPECTATIONS**

1. You may not fight, push, trip, or throw objects at another student.
2. A HANDS OFF rule applies at all times.
3. You may not use rude, profane, obscene, or improper language at any time, to anyone.
4. You may not refuse any reasonable request made by a staff member.
5. Due to health concerns spitting and gum chewing are not allowed.
6. Students must display respect in action and words for all individuals.
7. Students must not engage in behavior disruptive to classes, assemblies or other school activities.
8. Students may not bring electronics to school without permission.

*The following infractions must be brought to the Principal's attention immediately.*

9. Students must not engage in threatening verbal or written behavior toward staff or students.
10. Students must not bring or have in their possession knives and/or weapons of any sort on school grounds.
11. Students must not bring or have in their possession tobacco and/or tobacco related products or paraphernalia on school grounds.
12. Students must not bring or have in their possession any drug or alcohol on school grounds.

### **B. PLAYGROUND BEHAVIOR**

1. All games will be played by the rules, taking turns, and displaying courtesy for others.
2. All games will be played to assure the safety of players and other students.
3. Play in designated areas only, determined by the staff on duty.
4. Students are not to leave the playground without permission.
5. During winter months' students are not to slide on the ice, climb snow banks. Students may not throw snow.
6. Soccer, softball, and football are to be played only on the fields.
7. Proper equipment (whiffle balls and softballs) must be used at all times.
8. All playground equipment will be used correctly i.e.; one person per swing, no climbing except on playscapes, and one person at a time on the slide.
9. Due to weather concerns, the staff on duty may restrict students to specific areas and they have the right to limit the number of children playing a game, or may change the rules of a game to insure the safety of all children in the area.

### **C. OTHER MATERIALS**

1. At the June 15, 1998 meeting of the Quaboag Regional School Committee, the Committee voted to prohibit skateboarding on

the premises of all schools in the District. Skateboards and roller skates, along with the following items, are NOT TO BE BROUGHT TO SCHOOL; radios, CD Players, boom boxes, walkman, hand held video games, cell phones, Giga Pets, trading cards of any kind, Barbie dolls, toy weapons of any kind and any item which the administration deems inappropriate or dangerous for school.

2. An attached District policy addresses the issue of weapons in the school.
3. Please, do not send invitations for any type of party to school with your child for distribution unless the entire class is invited. The school cannot distribute addresses or phone numbers.

#### **D. SCHOOL PROPERTY**

Students are responsible for the proper care and use of all books and supplies provided by the school. ALL textbooks and workbooks are to be covered by the end of the first week of school, and are to be kept covered throughout the school year. Students or their parents are responsible for the replacement of any damaged or lost items. This includes, but is not limited to textbooks, library books, desks, chairs, computers, or any item the student damages. Reimbursement is also expected when vandalism occurs to school property. Defacing or damaging school property will result in severe consequences and possible suspension.

#### **E. BATHROOM AND HALLWAYS**

1. Students must have PERMISSION or be under direct supervision of a staff member to use the girls or boys room.
2. No fooling, littering, or loitering in the bathrooms.
3. No running in the halls.
4. Students should not be in the building or classroom before school, at lunch, and recess without permission and supervision from a staff member.

5. Students shall remain in their designated area during recess and snack time and will not leave the area without permission from any staff member.
6. If there is an indoor recess, students will stay in the area designated by their teacher or the person in charge.

#### **F. PERSONAL PROPERTY**

It is expected that all students will respect each other's property, as well as that of the teachers'. Valuables of any kind are not to be brought to school. If a situation arises where something of value must be brought to school, inform the teacher or the office so that it may be placed in a secure location.

#### **G. CAFETERIA**

1. You must enter the cafeteria in a quiet and orderly manner.
2. In the lunch line students are expected to behave in a polite and respectful manner.
3. Table manners are expected, with no shouting or throwing of food.
4. Students will remain seated until dismissed to clean trays and line up for recess as directed by lunchroom monitors.
5. Students must leave their table and area clean.
6. Students will walk to the playground in an orderly manner.
7. NO FOOD is to be taken out of the cafeteria unless with specific permission.

#### **BEHAVIORAL CONSEQUENCES**

The staff's main responsibility is to provide each child with an appropriate education. However, when the behavior of a child interrupts the educational process, the child must learn that there are consequences for actions and steps will be taken to address their behaviors. Depending on the severity and nature of the offense the following disciplinary actions may be taken.

1. Child is verbally corrected -- any staff member

2. Assigned to specific area for a time-out -- any staff member
3. Temporarily suspended from recess privileges -- any staff member
4. Parents contacted by phone -- any staff member
5. Parental conference -- any staff member
6. After school detention -- any staff member
7. Suspension – Administration

Administration will collaborate and be informed of activities requiring a child to be reprimanded.

Any student who is verbally abusive to a staff member, or who poses a physical threat to himself/herself, a fellow student, or staff member may be sent home and the proper authorities will be notified. The student will not be permitted to return until a conference occurs with the student's parents.

### **DETENTION**

1. Administrators and teachers may detain a student after school hours.
2. Immediate telephone contact will be made to parents to inform them of the students' detention.
3. Pupils/parents must make their own arrangements for transportation.
4. Refusal to serve a detention may result in suspension.
5. Chronic detention may result in suspensions as well.
6. Detention begins at 3:00 PM - students must be in the room at that time.
7. Students will remain seated and quiet for the detention period.
8. Detention ends at 4:00 PM (unless other arrangements have been made) - students are expected to stay until dismissed by the teacher.

### **SUSPENSION**

Suspensions from school are given by the Principal for serious or repeated infractions of school rules and policy. In-house suspensions happen at school, with the student spending the day at school, away from his/her class, under supervision of school personnel. An out of school suspension requires the student to stay away from school for the specified number of days under suspension. If your child is suspended, you are required to meet with the school Principal before reinstatement can take place. Suspensions are given only as a last resort. A suspension signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment. Reinstatement will not be granted until the Administration is satisfied that the reason for the misconduct has been effectively eliminated.

Students may be suspended from participation or attendance at school extracurricular activities. Only the Principal may suspend a student from participation. When under suspension from school, a student shall not participate or be present at any activities sponsored by the school. Please see below for disciplining students with Special Needs.

### **SE Criterion 46-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** **Change in Placement:**

Removal of a child with a disability or students for whom the school had a basis of knowledge of a disability (including students who have been referred for initial evaluation) from the child's current educational placement, including for disciplinary reasons. A change in placement is more specifically defined as:

1. Removal for more than 10 consecutive school days; or
2. A series of removals that constitute a pattern because the series of removals total more than 10 school days in a school year, the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals, or because of additional factors such as length of each removal, the total amount of time the child has been removed, and the proximity of removals.

**In Excess of 10 Consecutive or 10 Cumulative Days Suspension:**

1. If the student engages in another incident of misconduct that warrants suspension beyond those 10 consecutive or accumulated days already issued and served, the Principal (elementary) will notify the parents immediately of the decision to change the student's placement for disciplinary reasons, and of their procedural safeguards under IDEA. The Team Chair will also be notified.
2. Prior to the student serving his/her 11th day of suspension and within 10 school days of any decision to change the placement of a child with a disability, a Manifestation Determination meeting will be held and chaired by the Team Chair.
3. Quaboag personnel, parent, and other relevant members of the child's IEP Team, as determined by the parent and the district, must review all relevant information in the student's file, including IEPs, evaluations, teacher observations and relevant information provided by parents to determine:
  - a. If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability OR
  - b. If the conduct in question was a direct result of the district's failure to implement the IEP

4. If the behavior IS determined to be a manifestation of the disability:
  - a. because the conduct was a direct result of the district's failure to implement the IEP, the Team must take immediate steps to remedy those deficiencies and review/revise the IEP;
  - b. the Team must conduct a functional behavior assessment (FBA) and develop a
  - c. behavior intervention plan (BIP), or review and modify an existing plan, as needed; and
  - d. the district must return the student to his/her original placement unless (1) the parent and district agree to a different placement, (2) a hearing officer order a new placement, or (3) the removal is for "special circumstances." (See #6 below)
5. If the behavior IS NOT determined to be a manifestation of the disability:
  - a. the district may apply relevant disciplinary procedures in the same manner and for the same duration as to student without disabilities.
  - b. the IEP Team determines the extent to which FAPE services are needed to enable the student to continue to participate in the general education curriculum and progress toward meeting IEP goals. Some examples of these services may include participation on Quaboag's on-line courses offered through EdGenuity, homebound tutoring with a certified special education teacher and/or related service staff (depending upon what services are in the student's IEP), and/or on-going check-ins with the district's Graduation Coach.
  - c. The district must provide, as appropriate, a functional behavior assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

d. Return the student to the original placement when the disciplinary period expires unless the parent and school agree otherwise or the student is lawfully expelled.

6. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (IAES) (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 while at school or at 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 IAES must still allow the student to continue in the general education curriculum and to continue receiving services identified on the IEP, and be provided with services to address the problem behavior.

### **SE Criterion 47-Procedures for Discipline of Students not yet Determined to be Eligible for Special Education**

1. The same protections above apply not only to students who have been found eligible for special education but also to students for whom the district is deemed to have prior (before the disciplinary action) knowledge that the student might have a disability, including students who have been referred for initial evaluation.

a. The district may be considered to have prior knowledge if:

i. The parent had expressed concern in writing; or

ii. The parent had requested an evaluation; or

iii. 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.

b. The district may not be considered to have had prior knowledge if:

i. The parent has not consented to the evaluation of the student;

ii. The parent has refused special education services; or

iii. If an evaluation of the student has resulted in a determination of ineligibility.

2. If the district has no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district will conduct an expedited evaluation to determine eligibility. The Team Chair will issue an N1 and N1A and provide it to the parent for signature. Upon receipt of signed consent to evaluate, all examiners will be notified that testing may begin. The district will aim to complete the evaluations and hold the eligibility within 30 school days of receiving signed consent, but no later than 45 school days.

3. If the student is found eligible, then the student receives all procedural protections outlined above subsequent to the finding of eligibility.

*Massachusetts Department of Education, Discipline of Special Education Students Under IDEA 2004; 20 U.S.C. & 1415(k) and 34 CFR && 300.530-300-356, December 2007.*

## **Student Restraint**

Quaboag Regional School District complies with the provisions of 603CMR section 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the principal, the Director of Student Support Services and the Superintendent’s office. The policy is also posted on the bulletin board near or in the school offices.

**CR Criterion 11A-Student and Staff Grievance Procedure**

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

Robert Bergeron, District Compliance Officer  
QRSD  
284 Old West Brookfield Road  
P.O. Box 1538  
Warren, MA 01083  
(p) 413-436-5991 x1006  
(f) 413-436-9738  
[rbergeron@quaboagrsd.org](mailto:rbergeron@quaboagrsd.org)

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

If, at the end of fourteen (14) days, the matter remains unresolved, the student or the employee has the right to appeal to the Superintendent of Schools. All complaints of discrimination are to be communicated to the Superintendent in writing. The Superintendent shall investigate the complaint and respond, in writing, to the complainant no longer than fourteen (14) days after having received the complaint. If the complainant is not satisfied with the response, he/she may submit a written appeal to the School Committee, indicating the nature of the disagreement with the response.

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

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

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

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### **PERMISSION TO PHOTOGRAPH / VIDEOTAPE STUDENTS FOR USE IN THE MEDIA**

Throughout the school year students participate in many activities and events where photographs may be taken for articles to be published in the local newspapers. On occasion, students are videotaped for television broadcasts. If you do not want your child's photograph or video used in the media, you must send in a letter to the principal, including your child's name and grade/homeroom. Letters denying permission for the media will be kept on file for the current school year only.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

#### **Notice of Directory Information**

*The Family Educational Rights and Privacy Act (FERPA)* a Federal law, requires that the Quaboag Regional School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's

education records. However, the Regional School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Regional School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members;
- Student activity memberships

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>1</sup>

If you do not want the Quaboag Regional School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of the school year. Written requests



should be sent to the Principal of the school that your child attends. The Regional School District has designated the following information as directory information:

**- Student's name - Weight and height of members of athletic teams -Address - Degrees, honors, and awards received Telephone listing - The most recent educational agency or institution attended - Electronic mail address - College and university acceptances - Photograph - Date and place of birth - Major Field of study - Dates of attendance - Grade level**

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C.7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

### **Qualifications of Classroom Teachers – NCLB**

As a parent or guardian of a student in the Quaboag Regional School District, you have the right under a provision of the *No Child Left Behind Act*, a federal law, to know the professional qualifications of the classroom teachers who provide instruction to your child. The law allows you to request certain information about your child's classroom teachers, and requires us to provide this information to you in a timely manner if it is requested. Specifically, you have the right to ask for the following information:

- Whether the teacher has met the Massachusetts Department of Education's licensing criteria for the grade level(s) and subject area(s) taught.
- Whether the teacher is teaching under emergency or provisional status through which Massachusetts Department of Education licensing criteria has been waived.

- The undergraduate degree major of the teacher, and any graduate certifications or degree held by the teacher, including the field of discipline of the certification or degree.
- If a child is provided services by paraprofessionals, their qualifications.

If you would like to receive any of this information concerning your child's classroom teacher(s), please send a letter to me requesting the information. We will be most willing to provide it to you.

### **SECTION 504 of the REHABILITATION ACT of 1973**

Section 504 of the Rehabilitation Act of 1973 is a broad based civil rights law that protects the rights of disabled individuals in programs that receive federal funds. The following is the identification and evaluation criteria for a student to receive accommodations or services under Section 504. A person may be considered disabled under the definition of Section 504 if the individual is determined to:

1. Have, have a record of, or be regarded as having a mental or physical impairment that substantially limits one or more of such person's major life activities.

"Major life activities" include functions such as the following:

- |                         |                                  |
|-------------------------|----------------------------------|
| - caring for one's self | - concentrating                  |
| - walking               | - thinking                       |
| - seeing                | - communicating                  |
| - speaking              | - working                        |
| - learning              | - helping                        |
| - breathing             | - eating                         |
| - sleeping              | - bending                        |
| - standing              | - operation of a bodily function |

- lifting
- reading
- other\_\_\_\_\_

This is not an exhaustive list. An activity or function not specifically listed can nonetheless be a major life activity.

2. Have a record of such an impairment.
3. Be regarded as having such an impairment.

**Important:**

The second and third prongs of the definition become a factor if discrimination or negative action has occurred because of the “record” or “history” or is regarded as having an impairment. There is no need to develop a Section 504 Plan for a student who either “has a record of disability” or is “regarded as disabled” and does not currently have a disability.

## Homeless Students

Students have the right to stay in their school of origin for the entire time they are homeless, even if they move to a different school district. Students who move into permanent housing during the school year can still finish the year in the same school. They may also choose to enroll in a school within the new zone, town or city where they live temporarily. Transportation will be provided unless your new address is within the walking distance of your child's school. For further information, please contact the District's Homeless Liason, Dr. Deirdre Osypuk at 413-420-1994.

## CR Criterion 12A- NOTICE OF NONDISCRIMINATION

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

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

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

**Name:** Robert Bergeron

**Title:** Director of Student Support Services

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

**Email Address:** rbergeron@quaboagsd.org

**Telephone:** 413-436-5991 x1006

**Facsimile:** 413-436-9738

You may also contact:

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

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111

Fax: 617-289-0150

E-mail: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## **NONDISCRIMINATION**

## **AC**

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

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

The School Committee's policy of nondiscrimination will extend to applicants for admission and employment, sources of referral of

applicants for admission and employment, students and parents/guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Quaboag Regional School District.

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

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

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

**UPDATED:** July 2016

**LEGAL REFS:**  
Title II of the Americans with Disabilities Act of 1990: 42 U.S.C. 12132; 28 CFR 35.107  
Title IX of the Education Amendments of 1972: 20 U.S.C. 1681; 34 CFR 106.8  
Section 504 of the Rehabilitation Act of 1973: 29 U.S.C. 794; 34 CFR 104.7  
Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Education for All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5 Amended 1993  
M.G.L. 76:16 (Chapter 622 of the Acts of 1971)  
BESE regulations 603CMR 26.00 Amended 2012  
BESE regulations 603CMR 28.00

**CROSS REFS:**

ACA-ACR, Subcategories for Nondiscrimination  
GBA, Equal Employment Opportunity  
JB , Equal Educational Opportunities

File: ACA

## **NONDISCRIMINATION ON THE BASIS OF SEX**

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. Title IX's sex discrimination prohibition extends to claims of discrimination based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

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

The **School** Committee will designate an individual to act as the

school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

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

**UPDATED:** July 2016

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

**CROSS REF.:** AC, Nondiscrimination

File: ACAB

## **SEXUAL HARASSMENT**

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

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

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

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

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

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

SOURCE: MASC

UPDATED: July 2016

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

JH

## STUDENT ABSENCES AND EXCUSALS

Regular and punctual school attendance is essential for success in school. The School Committee recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

#### Student Absence Notification Program

Each Principal, by whatever title he may be known, will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal, by whatever title he may be known, or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) 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.

#### Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian. The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC October 2014

DESE's Coordinated Program Review Procedures-  
School District Information Package for Civil Rights;  
School Year 2015-16

UPDATED: July 2016

LEGAL REFS.: M.G.L. 76:1; 76:1B; 76:16; 76:18; 76:20  
M.G.L. c. 76, ss.5, 18 as amended by 2012  
M.G.L. c.222, Sec. 8 effective July 1, 2014  
St. 1965, c. 741

File: JICFB

## **BULLYING PREVENTION**

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

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

- causes physical or emotional harm to the target or damage to the target's property;

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

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home.

When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

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

File: JICFB

Bullying is prohibited:

- On school grounds;
  - On property immediately adjacent to school grounds;
  - At school-sponsored or school-related activities;
- JICFB
- At functions or programs whether on or off school grounds
  - At school bus stops;
  - On school buses or other vehicles owned, leased or used by the school district; or,
  - Through the use of technology or an electronic device owned, leased or used by the Quaboag Regional Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Quaboag Regional School District if the act or acts in question:

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

#### Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation

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

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

### Reporting

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

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

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

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

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

### Investigation Procedures

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

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form

JICFB

which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

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

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

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

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the



results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

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

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

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

#### Retaliation

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

#### Target Assistance

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

#### Training and Assessment

Annual training shall be provided for school employees and

volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

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

#### Publication and Notice

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

#### JICFB

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

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

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

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26.00

M.G.L. 71:37O; 265:43, 43A; 268:13B;  
269:14A

UPDATED: July 2016

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

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

SOURCE: MASC August 2013

### **Student Rights and Responsibility File JI**

The school committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- 1) Civil rights-including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- 2) The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- 3) The right to due process of law with respect to suspension, expulsion and decisions the student believes injure his rights.

- 4) The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
- 5) The right to privacy, which includes privacy in respect to the student's school records.

It is the school committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the school committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually. LEGAL REF: M.G.L. 71:37H, 71:82 through 71:86

Adopted by the Quaboag Regional School Committee on February 10, 1997.

### **Student Discipline File JK**

Discipline is the dual responsibility of the home and school.

The Massachusetts General Laws require the school committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety, and welfare of all students, or any classification thereof, enrolled in the public schools of the District.

The implementation of the general rules of conduct is the responsibility of the principal and the professional staff of the

building. In order to do this, each school staff in the District shall develop specific rules, not inconsistent with the law nor in conflict with District policy. These building rules shall be an extension of the District policies by being more specific as they relate to individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

Adopted by the Quaboag Regional School Committee on April 14, 1997.

**Student Conduct** **File 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 activities 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:

- 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 events including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to school committee action, or other disciplinary measures.

- 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 own without proper authorization.
- 5) Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents. **LEGAL REF: M.G.L. 71:37H**

Adopted by the Quaboag Regional School Committee on February 10, 1997.

**Student Conduct on School Buses** **File EEAEC, JFCC**  
The school committee and its staff share with students and parents the responsibility of student safety during the transportation to and from school. The authority for enforcing school committee requirements of student conduct on buses will rest with the principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the school committee. NOTE: The coding of this statement indicates that the identical policy is filed in the J (Student) section.

Adopted by the Quaboag Regional School Committee on May 22, 1995

### **Student Conduct on School Buses**

#### **Procedures for Drivers and Parents**

- 1) In case of any misconduct on a bus, the incident will be reported on the proper form to the school principal. The parent will receive a copy of the report to sign.
- 2) In case of repetition by the same student, the principal may suspend the student's transportation privileges with written notice to the parent to report at once with the child to the principal's office.
- 3) After a third offense, bus privileges may be denied and the principal may require that a meeting be scheduled by the parents and child with the superintendent. If the student is denied transportation privileges, the responsibility for transportation will then rest with the parents.

**Loading and Unloading at Bus Stop** 1) Riders must be on time. Bus drivers will not wait.

- 2) Riders will enter or leave the bus at regular stops only.
- 3) Orderly behavior and respect for private property will be required.
- 4) Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

- 5) As the bus approaches, line up, but do not approach the bus until it has completely stopped and the driver has opened the door. Remain back from where the bus stops for at least five feet or more if instructed to do so.
- 6) Pupils who wish to cross to the other side of the street shall do so by passing TEN FEET in front of the bus immediately upon alighting and the driver signals that it is safe to pass. **LOOK FOR TRAFFIC IN BOTH DIRECTIONS BEFORE CROSSING THE ROAD.**
- 7) If you have very large packages or animals to bring to school, ask your parents to transport you that day. NO Animals, pets, or reptiles are allowed on the bus.
- 8) When disembarking at school or going home, stay seated until the bus has stopped and the driver has opened the door. Leave quickly, but do not push or shove.

#### **Required Conduct Aboard the Bus**

- 1) Riders must remain in seats or in place when the bus is in motion.
- 2) Books and other property should be held on your lap. Keep aisles clear. Musical instruments and sporting equipment will be permitted only upon the approval of the principal's office.
- 3) Whistling and shouting are not permitted.
- 4) Profanity and obscene language are forbidden.
- 5) Smoking is prohibited.
- 6) Eating or drinking on the bus will not be permitted.
- 7) Maintain an acceptable manner of conduct and appearance at all times. Vulgarity, boisterous and loud shouting, unnecessary noises or other improper conduct distracts the bus driver and will not be permitted. Bare feet and swim suits are not permitted.
- 8) Preschool children will not be allowed on school buses.

- 9) Insubordination to bus drivers or persons of authority is not permitted.
- 10) The following disturbances are prohibited:
  - Pushing or wrestling
  - Annoying other passengers or disturbing their possessions
  - Talking to the driver
  - Climbing over seats
  - Opening or closing windows without permission
  - Leaning out of windows or extending arms out of windows
  - Littering the bus

Conduct Resulting in Loss of Transportation Privileges 1)

Immediate loss of bus privileges may occur for:

- Smoking or playing with fire
- Attempting to open the emergency door unless given the order to do so by the bus driver
- Damaging or defacing any part of the bus. Parents will be held responsible for any defacing or damaging of the bus.
- Use of firearms, explosives or fireworks, i.e., firecrackers, etc. on the bus.

Parents and students will be informed of these regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read.

STATE LAW OFFENSE: “Whoever willfully throws or shoots a missile at a school bus, or at a person on such, or in any way ASSAULTS or interferes with an operator while in the performance of his/her duty on or near such school bus, shall be punished by a fine of not more than one hundred dollars, or by imprisonment for

not more than one year, or both.” A snowball is considered a missile.

A student who violates the State Law will immediately be issued a conduct report, resulting in a two-week suspension of bus privileges, regardless of subsequent implications of the law. Note: The coding indicates that the identical regulation is also filed in the J (Student) section. It is advisable that regulations in this area bear the school committee’s official stamp of approval.

Adopted by the Quaboag Regional School Committee on May 22, 1995.

## **SEXUAL HARASSMENT, BULLYING & HAZING POLICY**

### **I. Policy**

A. It is the policy of the Quaboag Regional School District to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as “harassment”. Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.

B. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment. C. This policy is not designed or intended to limit the school’s authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a nexus to school, or is disruptive to an employee’s or student’s work or participation in school related activities. Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus to work or school exists, will result in discipline. Parents of students alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber bullying will not be re-admitted to the regular school program until his or her parent(s) attend such meeting.

D. It is the responsibility of every employee, student and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

F. The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

## II. Procedures

A. Definitions – Sexual Harassment Prohibited “Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature (including harassment based on gender identity or non-conformity with sex stereotypes), including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;

3. When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities, or

4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment. B. Definitions – Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result no student or employee shall be subjected to harassment, intimidation, bullying, or cyberbullying in any public educational institute:

1. “Bullying and cyberbullying,” means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student’s or employee’s property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee’s ability to perform his or her duties or with a student’s academic performance or ability to learn, or interfere with a student’s ability to participate in or benefit from services, activities, or privileges:

- a. that are being offered through the school district; or
  - b. During any education program or activity; or
  - c. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school sponsored activities, at school-sanctioned events; or
2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.

3. As used in this Section, “electronic communication” means any communication through an electronic device including a telephone, cellular phone, computer or pager.

## C. Definitions – Hazing Prohibited

The term “hazing” shall mean any conduct or method of initiation, even if consented to, into any student organization, whether on public

or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

1. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

D. Guidelines for Investigating Harassment Claims In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

1. By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person.

Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.

2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result no disciplinary action shall be taken on anonymous complaints unless verified by clear and

convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.

3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyber bullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.

4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c.

258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.

5. If an instance of student to student harassment is reported to a staff member other than an administrator, the staff member must inform the Assistant Principal/House Master, or the Building Principal.

6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal or Assistant Superintendent immediately.

7. In a situation involving a charge of student to staff member sexual harassment the staff member should notify the Building Principal or Assistant Superintendent.

8. In a situation involving a charge of staff member to staff member harassment the staff member should notify the Building Principal or the Assistant Superintendent.

9. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken.

a. The Building Principal should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party present at the time of the discussion. In situations involving students the Principal should engage the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.

b. If the harasser and the victim are willing to discuss the matter at resolution meeting in the presence of the Principal/designee or Assistant Superintendent, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.

10. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, the following could occur:

a. In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion.

b. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.

c. In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School

officials will coordinate with the Police Department to identify a police liaison for harassment cases.

#### 11. Retaliation:

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

#### 12. Confidentiality:

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult:

Superintendent of Schools, 284 Old West Brookfield Rd., Warren, MA 413-436-5991

Director of Student Support Services, 284 Old West Brookfield Rd., Warren, MA 413-436-9256

QRMHS Principal, 284 Old West Brookfield Rd., Warren, MA 413-436-5991

WBES Principal, 89 North Main Street, West Brookfield, MA 508-867-4655

WCES Principal, 51 Schoolhouse Drive, Warren, MA 413-436-5983 If the alleged harasser is responsible for conducting an investigation, the Superintendent or Committee shall designate an alternative Harassment Coordinate, who is one of the above listed persons.

#### LEGAL REFERENCES

1. Title VII of the 1964 Civil Rights Act, Section 703
2. Title IX of the 1972 U.S. Civil Rights Act.
3. Chapter 151C, Massachusetts General Laws
4. M.G.L. Chapter 76 § 5
5. M.G.L. Chapter 269 § 17, 18, 19
6. M.G.L. Chapter 71, §§82, 84



## GUIDELINES FOR NON-PROMOTION OF STUDENTS

It is the philosophy of the Quaboag Regional School District that non-promotion of a student in a grade is discouraged and will only be considered when it is in the best interest of the child. The following guidelines should be followed when considering nonpromotion:

1. If the teacher feels, as the year progresses, that a student's lack of achievement may jeopardize his/her promotion to the next grade he/she should discuss the matter thoroughly with the Principal. In the event that a child is receiving special education services, the team chair should also be consulted.
2. Students must have consistently low performance in reading and mathematics and/or be immature socially and emotionally when compared to their peers. Report card grades, standardized test scores and other teacher made assessments will be reviewed.
3. The teacher must refer the student to the Teacher Assistance Team (TAT) before non-promotion can be considered. An Individual Student Success Plan should be written.
4. When there is a question of non-promotion, the parent should be informed as early as possible by the teacher, however, the teacher should not inform the parent of this possibility until he/she has cleared it with the Principal.
5. After the second marking period is issued, the Principal will send out a notice soliciting names of students that are being considered for non-promotion. This should be done by April 1st.
6. The Principal should meet with the teacher/s to discuss the rationale for non-promotion using the information recorded on the Individual Student Success Plan. If non-promotion is being recommended, the Principal will invite the parent to a meeting to discuss the possibility of non-promotion.
7. After the 3<sup>rd</sup> marking period, the Principal will meet with the teacher/s of the previously identified students.
8. The decision to retain a student will be made by the Principal who will contact the parent with the final decision.

### Student Use of Tobacco

**File JICG** Effective June

18, 1993, smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all district buildings. All forms of tobacco use shall be prohibited on all district property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

#### Procedures:

The following consequences escalate for one school year. Infractions shall not carry over from one school year to the next. Each student shall receive a fresh start with each new school year.

**First Offense:** A three day external suspension from school or voluntary participation in a smoking cessation program. This program will be offered once a month at the school. Alternative programs offered by health maintenance organizations may be substituted with permission from the school administration.

**Second Offense:** A three day external suspension from school and required participation in the smoking cessation program offered at the school.

**Third Offense:** A five day external suspension from school and required participation in the smoking cessation program offered at the school.

**Fourth and Subsequent Offenses:** Smoking- a ten day external suspension and referral to the Superintendent/School Committee for review and further suspension or expulsion. Legal Ref: M.G.L. 71:37H

Adopted by the Quaboag Regional School Committee on March 17, 1997.

## JICH

### Alcohol Use by Students

In view of the fact that the use of alcohol can endanger the health and safety of the user, and recognizing the deleterious effect of the use of alcoholic beverages can have on the maintenance of general order and discipline, the school committee prohibits the use of, serving of, or consumption of any alcoholic beverage on school property or at any school function.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages prior to attendance at, or participation in, a school sponsored activity, will be barred from that activity and subject to disciplinary action. Legal Ref: M.G.L. 272:40A

Cross Ref: IGAG, Teaching About Drugs, Alcohol, and Tobacco

Adopted by the Quaboag Regional School Committee on March 17, 1997.

### Quaboag Regional School District Wellness Policy

FILE: ADF

(updated April, 2013)

- 1.The Child Nutrition Programs will comply with federal, state, and local requirements, and demonstrate that child nutrition programs are accessible to all children.
2. Meaningful physical education activities will be encouraged in the students' lives' outside of school to foster healthy lifestyle choices.
- 3.All school-based activities will be consistent with, and promote, Local School Wellness Policy Goals.
- 4.Wellness education will be provided and promoted in a sequential and horizontal manner aligned with the Massachusetts Frameworks.
- 5.All foods and beverages, including vending purchases, and school meals will meet the current Federal National Nutrition Standards for Americans.
- 6.We will set guidelines for healthy nutrition choices throughout the district for all school sponsored activities where food is present, sold or made available for consumption.

- 7.All foods and beverages made available on campus will adhere to food safety and security guidelines.
- 8.The school environment will be safe, comfortable, and welcoming.
- 9.Students will be allowed sufficient time and space for eating all meals.

### 1. NUTRITIONAL GUIDELINES

- 1.1 School Meals: It is the policy of the school district that all foods and beverages sold and made available on campus during the school day are consistent with the USDA School Meals Program National Nutrition Guidelines set forth through the HHFKA 2010 and the MA School nutrition Competitive Foods Bill enacted into the law in 2011. Foods made available on campus will comply with the current USDA School Nutrition Guidelines and the MA School Nutrition Bill.
- 1.2 All other food venues, such as vending, fundraisers; concession stands, stores, school parties and celebrations will offer healthy food choices. It is recommended that all classroom snacks will include healthy food and beverage choices. Nutrition education is encouraged during classroom, snack, and mealtimes.

### 2. NUTRITION AND PHYSICAL EDUCATION

- 2.1 The school district will provide nutrition education aligned with standards established by the USDA's National School Lunch Program and the School Breakfast Program in all grades. The school district will provide physical education training aligned with the standards established by the Department of Education. The wellness program coordinators, in consultation with the wellness committee and school administrative personnel (including department heads), will develop procedures that address nutrition and physical education.

Students receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.

### 3. PHYSICAL ACTIVITY/EDUCATION

- 3.1 Physical Activity will be integrated across curricula and throughout the school day. Students are given opportunities for

physical activity during the school day through classroom activities, physical education classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate. Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills and knowledge.

It is a goal to have time allotted for physical activity that is consistent with evidenced based research, state, and national standards. Recess will be scheduled before lunch since research indicates physical activity prior to lunch can increase the nutrient intake and reduce food waste, and maintain a minimum of twenty minutes of seat time for students to consume their meals. Physical education includes using a variety of instructional models as well as competitive sports and non-competitive team sports to encourage life-long physical activity.

#### 4. CHILD NUTRITION PROGRAMS

- 4.1 The child nutrition program will ensure that all students have access to the varied and nutritious food that they need to stay healthy and learn well. Students with documented medical necessity will be supported through adapted meals served as needed.

Students are encouraged to start each day with a healthy breakfast. The school will strive to increase participation in available child nutrition programs. The district will employ Nutrition and Food Service Director who is properly qualified and credentialed, according to current professional standards, to administer school food service programs. School Nutrition Program is aimed to be financially self-supporting. Personnel will be provided development and offered training programs that will be financially supported by the district school nutrition budget and staff will be offered opportunities for independent learning that is self-supported. Students are eligible for “Free and reduced lunch” by filling out the USDA Free and Reduced Price Meals form at any time during the year.

#### 5. EATING ENVIRONMENT

- 5.1 The National Association of State Boards of Education recommends that students should be provided adequate time to eat meals; at least fifteen minutes for breakfast, and twenty minutes for lunch, from the time the student is seated.

Recess for elementary grades shall be scheduled before lunch. Dining areas will provide an adequate amount of space to allow seating for all students. Drinking water will be available for students at all meals. Food will not be used as a reward or punishment for student behaviors unless it is detailed in the students’ IEP.

#### 6. FOOD SAFETY AND SECURITY

- 6.1 For the safety and security of the food and facility, equipment, and storage, access to the food service operations will be limited to child nutrition staff and authorized personnel. (For further guidance, see the US Department of Agriculture Food Security Guidelines). All foods made available on campus will comply with the state and local food safety and sanitation regulations. Hazard analysis and critical control points (HACCP) plans and guidelines are implemented to prevent food borne illnesses in schools. Food safety will be governed by the district policy.

#### 7. OTHER SCHOOL BASED ACTIVITIES

- 7.1 The wellness program coordinator, in consultation with the wellness committee, is charged with developing procedures addressing other school-based activities to promote wellness. Local wellness policy goals will be considered in planning all school-based activities such as class and school events, field trips, dances and assemblies.
- 7.2 Health support for students will be demonstrated by hosting health clinics, conducting screenings, assisting the enrollment of children in Medicaid, providing free and reduced meal programs, and offering other state health benefit programs.
- 7.3 Foods made available on campus will comply with the current USDA Dietary Guidelines for food and beverages sold and served in schools.

Items provided for sale as fundraisers through the school shall comply with the current MA School Nutrition Bill for Competitive

Food & Beverages 2012. Brown bag lunches will be available to purchase for any student missing lunch due to a field trip. Classroom snacks will include healthy food and beverage choices. Nutrition education can be incorporated during classroom, snack, and mealtimes. Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent, practical, and maybe implemented.

#### 8. POLICY REVIEW AND MONITORING

The Wellness Committee will meet semi-annually, to assess all education curricula and materials pertaining to wellness for accuracy, completeness, balances, and consistency with the federal, state, and district's educational goals and standards. The District Wellness Coordinator shall be responsible for preparing a plan for recommendation and evaluation of the districts wellness policy and make appropriate suggestions to administrative personnel.

### **QUABOAG REGIONAL SCHOOL DISTRICT INTERNET SAFETY & ACCEPTABLE USE POLICY**

#### **Introduction**

The purpose of the Quaboag Regional School District's Internet Safety & Acceptable Use Policy is to provide guidelines for using computer technology while complying with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act. Throughout the course of this document, both of the protection acts will be referred to jointly as CIPA. The Internet Safety & Acceptable Use Policy will be referred to as the AUP. The Quaboag Regional School District offers access to computer technologies, the Internet, an electronic communications to students, employees, and patrons, provided that these resources are used in a responsible, legal and ethical manner to enhance educational learning.

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

It is the policy of the Quaboag Regional School District to: (a) take reasonable measures to prevent user access over its computer network to, or transmission of, inappropriate material via internet,

electronic mail, or other forms of direct electronic communications; (b) take reasonable measures to prevent unauthorized access and other unlawful online activity; (c) take reasonable measures to prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

**Computer Technologies and Internet Access** - Access to computer technology resources and the internet are **privileges, not rights** offered to users at the discretion of the school and district administrators. Only authorized users may log on using the district's computer technologies and/or internet access connections. Any technology connection physically on district premises, remote connections (RAS, VPN, etc.) or wireless technologies which utilize district resources and /or an internet connection are subject to the policies stated within this AUP and CIPA.

#### A. Educational Purpose

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

or services must not be offered, provided, or purchased through the internet.

4. Computer technology and/or the internet may not be used for political lobbying. However, resources to communicate with elected representatives and to express opinions on political issues may be utilized.
5. Computer technology and/or the internet may not be used for any unlawful or criminal activities, including violation of any criminal or civil laws or regulations.

## **B. Access to Inappropriate Material**

### **1. Technology Protection Measures**

- a. To the extent practical, technology protection measures shall be used to block or filter the internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to:
  - i. Visual depictions of material deemed obscene as the term is defined in section 1460 of title 18, US Code
  - ii. Child pornography, as the term is defined in section 2256 of title 18, US Code
  - iii. Material deemed "harmful to minors"
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts (refer to section 2246 of title 18 US

Code), or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
  - b. In addition to blocking of materials that are "harmful to minors" as described above and within CIPA, the district will enable blocking protection measures for additional web sites and materials that are not within the district's educational curriculum. Blocking protection shall be applied to materials that are illegal, promote violence, profanity, intolerance, or violates district/school policies. This may include any site that does not contribute to educational pursuits.
  - c. Blocking of additional websites will be maintained by the Technology Coordinator.
  - d. The technology protections measures may be temporarily bypassed when requested by staff only for bona fide research or other lawful purposes. Allowing bypass of web filter blocks will be afforded to all adults using the district network to access the internet. According to CIPA, the definition of a minor is "an individual who has not attained the age of 17" (definitions section, (D) CIPA). The district deems any student, regardless of age as a minor, and is therefore subject to the CIPA requirement to block access to offensive material. Only the district technology administrators will have the authority to disable filters for adult bona fide research.
  - e. Further protections to filter adult content on all major search engines will be enacted through the use of the Safe Search enable and lock feature on all outgoing HTTP requests and will be handled by the resident Firewall hardware device. This measure cannot be

bypassed selectively and affects all users on the network.

- f. Inadvertently blocked web sites that conform to the policies stated in this AUP and CIPA may be unblocked by the technology administrators after a thorough review by school and district administration for educationally suitable, age appropriate content.

## **2. User Policies Concerning Access to Inappropriate Material**

- a. Computer technologies and/or the internet may not be used to access material that is profane, obscene, pornographic, advocates illegal acts, advocates violence or discrimination towards other people.
- b. If a user mistakenly accesses inappropriate information, he/she should immediately notify the technology administrators and appropriate faculty members in order to be protected against a claim of intentional policy violation.
- c. Parent(s) or guardian(s) of students should provide guidance and instruction to their children regarding material that would be considered inappropriate and inconsistent with family, religious or ethical values. Any web site or e-mail message that is inappropriate or inconsistent with these values should be promptly disclosed to faculty or school administration.

## **C. Network Usage**

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

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a)

unauthorized access, including so called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **1. Personal Safety, Security and Privacy**

- a. Users will not disclose, use and disseminate personal identification information regarding minors. Personal identification information includes: address, telephone, {photograph, and school records.}
- b. Users will not post personal information about another person. This includes physical or sexual harassment or cyber-bullying.
- c. Users will not agree to meet with someone met via the internet.
- d. Users will promptly disclose to faculty or school administration any web site or e-mail message that is inappropriate or makes them feel uncomfortable.
- e. Passwords are not transferable. A user account is limited to use by the person to whom it is issued. Use of another person's account or providing unauthorized access to one's account constitutes grounds for termination or restriction of access privileges. Users should take precautions to keep their passwords confidential.

## **2. E-mail & Electronic Communications**

When using E-mail, chat rooms or other forms of electronic communication; users should be aware that their messages are the property of the Quaboag Regional School District. All messages are archived.

They may also be copied, printed or forwarded by recipients. E-mail users should use professionalism and maturity in composing or distributing messages. Under Massachusetts law, all electronic messages received or sent by school employees are considered public records and are subject to the requirements of the Public Records Law. M.G.L Chapter 66.

The technology administrators will assign E-mail accounts to employees at the request of school administration. Student E-mail accounts will be allowed only if an account is needed to perform communications for a currently enrolled course. Faculty members offering courses that require student E-mail addresses must provide the technology administrators with a formal request for an account.

Students must request consent from faculty before each usage of E-mail, chat rooms, blogs, instant messengers, or other forms of electronic communications. **Students are not to use electronic communications unsupervised.**

Any user who observes another user abusing, inappropriately using, or failing to follow any of these guidelines shall report this to a teacher or an administrator.

### 3. Use of Personal Computer Technology

- a. Students may not use any personal accounts to communicate on the internet unless the accounts have been assigned by district faculty or the technology administrators.
- b. Students may only use district approved computer resources to access the district's network or internet connection(s) during unapproved times. Approval times will be determined by the Technology Coordinator.

- c. Employees, students, and visitors who wish to use personal equipment or accounts to communicate through the district's internet access must also comply with the policies stated within this AUP,

CIPA and other network security policies established by the district technology administrators. This includes – but is not limited to - cell phones, personal music devices, handheld computing devices, laptops, tablets, and other evolving technologies.

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

### 4. Illegal Activities

- a. **Hacking-** Users will not attempt to gain unauthorized access or go beyond their authorized access when connecting to technology resources available in the Quaboag Regional School District or to any other computer system through the use of the internet so called “hacking”.
- b. **Eavesdropping/Wiretapping “sniffing”-** Users will not listen to or decrypt any electronic communication that is not meant for their attention.
- c. **Spoofing-** Users will not attempt to use the computer technologies to illicitly impersonate or assume the name of another computer system.
- d. **Viruses-** Users will not make deliberate attempts to disrupt the computer system or destroy data by uploading,

downloading, or spreading computer viruses by any other means. The district has implemented virus protection software and virus protection procedures must be followed in order

to prevent the inadvertent spread of computer viruses.

- e. **Port Scanning-** Users will not generate an attack on any host for the purpose of finding vulnerabilities in active ports.
- f. **Denial of Service (DOS)-** Users will not generate an attack by monopolizing system resources so that other users can not gain access to technology resources and the internet.
- g. **Other Illegal/Non-authorized Activities-** Users will not use the district's computer resources to engage in any other illegal/non-authorized acts such as – but not limited to – arranging for a drug sale or the purchase of alcohol, entering into criminal gang activity, threatening the safety of a person, and gambling.

## 5. **System Security**

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

## 6. **Remote Access**

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

## D. **Inappropriate Language**

- 1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- 2. Users must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- 3. Users must not post information that could cause damage or a disruption.
- 4. Users must not engage in personal attacks, including prejudicial or discriminatory attacks.
- 5. Users must not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. **If a user is told by another person to stop sending him/her messages, the user must stop!**
- 6. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

## E. **Supervision and Monitoring**

- 1. It shall be the responsibility of all members of Quaboag Regional School District to supervise and monitor usage by a minor of district computer technologies and the access to the internet through district resources in accordance with this policy and CIPA.
- 2. In addition to supervising and monitoring usage of a minor, the district will continue to monitor district computer and internet usage of students until the student is no longer enrolled in the district.



3. The technology administrators may install and enable devices for the purpose of routinely monitoring network resources and activities.

**F. Data and System Resource Limitations**

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

- G. Plagiarism and Copyright Infringement** 1. The user must not plagiarize works found on the internet. Plagiarism is

taking the ideas or writings of others and presenting them as your own.

2. The user must respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. For example, copyrights may apply to

software, documentation, music, video, and graphics. If a work contains language that specifies appropriate use of that work, the user must follow established guidelines for recognition from original source cited in the proper format.

**H. User Rights**

**1. Free Speech**

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

**2. Internet Violations**

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

violation was likely to occur as a result of the actions or inactions of the user in question.

### 3. **Privacy, Search and Seizure**

a. The district retains ownership and control of its technology resources. Accordingly, all users possess no rights to privacy in regard to their use of district technology resources, including- but not limited to – district computers, tablets, the computer network, e-mail, the district website, and internet access. The district does not guarantee - and users should not expect – confidentiality, privacy, security, or ownership of the content of any information accessed, sent, received, created or stored, using technology resources, with the exception of databases storing confidential information. All users should be aware that electronic communications and other information sent via the internet are accessible by third parties.

b. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

### 4. **Due Process**

- a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district's technology resources and the internet.
- b. In the event there is a claim that a user has violated this policy and/or the disciplinary code in using the technology resources and/or internet, he/she will be provided with a written notice

of the suspected violation and an opportunity to present an explanation before an administrator.

- c. If the violation also involves other violations of the disciplinary code, it will be handled in a manner described in the student or faculty handbooks. Additional restrictions may be placed on a user's use of the technology resources and/or internet, which may include cancellation of privileges.

### 5. **Disciplinary Action**

Student violation of this policy and/or other Quaboag Regional School District policies shall result in one or more of the following consequences:

- a. Restriction, suspension or revocation of access privileges;
- b. Removal from a class activity;
- c. Removal from a course;
- d. Removal from an extracurricular activity;
- e. Detention, suspension or expulsion;
- f. Referral to the appropriate legal authorities for possible criminal prosecution;
- g. Civil liability

Staff violations of this policy shall be addressed by the district administration.

### I. **Limitation of Liability**

The district makes no guarantee that the functions or the services provided by or through the computer technology resources and/or internet will be error-free or without defect. The district will not be responsible for any damage a user may suffer - including but not limited to - loss of data or

interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for the financial obligations arising through the unauthorized use of the system.

**J. Signed Agreement**

**All employees and students must return a signed agreement page. Students must return the signed agreement page to their homeroom teacher within three days of the school year's start date or time of enrollment.**

**NO EXCEPTIONS WILL BE MADE TO PROVIDE TEMPORARY ACCOUNTS TO ACCESS THE COMPUTER SYSTEMS!**

**MASSACHUSETTS GENERAL LAWS**

**Student Record Laws**

These Regulations were adopted "To insure parents and students the right of confidentiality, inspection, amendment, and destruction of student records."

The following are a few of the highlights contained in the regulations and a listing of those standardized tests administered by our schools:

1. Student records shall consist of the transcript and temporary record. School departments must keep transcripts for sixty years after a student's withdrawal, transfer or graduation. Temporary records shall be destroyed after five years.
2. Parent have the right to inspect, amend, comment on, challenge, request interpretation of, control dissemination of, and secure copies of information and data in their children's school record until the student becomes age eighteen.
3. When a student becomes fourteen or enters grade nine, the student or parent may exercise rights with regard to student records. At age eighteen, the student may assume exclusive responsibility for exercising these rights by written requests.
4. With a few exceptions, no information in a student record shall be disseminated to a third party without the written consent of the eligible student and/or parent. Third party shall mean any person or private or public agency, authority, or organization, other than the eligible student, his or her parent, or authorized school personnel.
5. Student and/or parent requests for access to records shall be granted no later than two consecutive weekdays after the initial request, unless the requesting party consents to a delay. A reasonable photo copy fee will be charged. (see "Guidance and Counseling, Student Records" for further information.)
6. At least once during every school year, the school shall publish and distribute a routine information letter to students and their parents informing them of the following: (a) the standardized testing program, to be conducted during the year (see below); (b) the general provisions of these regulations regarding parents and student rights and that copies of these regulations are available to them from the school.

**STUDENT RECORDS, CUSTODIAL vs. NON-CUSTODIAL**  
**71:34H, Public Schools (Chap. 71)**

**71:34H. Non-Custodial parents; receipt of information for child enrolled in public elementary or secondary schools; notice to custodial parent.**

- (a) Each public elementary and secondary school shall provide the following information in a timely and appropriate manner to the parent of a child enrolled in the school if the parent is eligible for information pursuant to this section and requests the information the manner set forth in this section:

report cards and progress reports; the result of assessment; notification of enrollment in a transitional bilingual program; notification of absences; notification of illnesses; notification of any detentions; suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information pursuant to this section and requests the information in the manner set forth herein. All address and telephone number information shall be removed from information provided pursuant to this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information pursuant to the procedures of this section unless said parent has been denied legal custody of the child based on a threat to the safety of the child or to the custodial parent, or who has been denied visitation, or who has been ordered to supervised visitation, or whose access to their child or to the custodial parent has been restricted by a temporary or permanent protective order unless aid protective order, or any subsequent order which modifies said protective order, specially allows access to the information described in this section.

- (b) A parent eligible for information pursuant to this section who wishes to have this information shall submit a written request to the school principal annually. The initial request shall include: a certified copy of the probate court's order or

judgment relative to the custody of the child indicating that the requesting parent has not sought and been denied shared legal custody as defined in section 31 of Chapter 208 based on a threat to the safety of the child or the custodial parent and is entitled to unsupervised visitation with his child, or a certified copy of an order by a probate and family court judge specifically ordering that this information be made available to the requesting parent which certifies on its face that it is being made after a review of the records, if any, of the judgment of custody and the criminal history of the petitioner, that provision of the requested information has not been determined to pose a safety risk for the custodial parent or to any child in the custodial parent's custody and that it is in the best interest of the child that such information be provided to the petitioner; and an affidavit from the requesting parent certifying that the judgment or order remains in effect and that no temporary or permanent protective order restricting access to the custodial parent or to any child in the custodial parent's custody is in effect.

#### **SEARCHES BY STAFF**

The right of inspection of student's desks 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 self and school property. Nevertheless, exercise of that authority by school official places unusual demands upon their judgment so as to protect each child's Constitutional rights to personal privacy and protection from coercion and act in the best interest of all students and the school.

**FIREARM LAW**

“THE PENALTY FOR POSSESSION OF A FIREARM ON SCHOOL PROPERTY IS A FINE OF NOT MORE THAN \$1000.00 OR IMPRISONMENT FOR NOT MORE THAN ONE YEAR. A FIREARM IS DEFINED AS A HANDGUN, RIFLE OR SMOOTH BORE ARM FROM WHICH A SHOT, BULLET OR PELLET CAN BE DISCHARGED.”