

W.R.S.D. POLICY RELATING TO EDUCATION

Enrichment

The Wachusett Regional School Committee is committed to providing a high quality education for all students with the goal of maximizing the performance and achievement of every individual. Staff is encouraged and expected to use innovative teaching implementing the District curriculum in creative and flexible ways.

It is recognized that students possess a broad range of intellectual skills and creative talents that can be challenged by diverse and stimulating activities.

The W.R.S.D. shall:

- provide opportunities for enriching activities appropriately accessible to all students;
- encourage and support staff attendance at professional development programs designed to promote the implementation of gifted and talented instructional strategies;
- promote the use of alternative strategies which may include, but are not limited to, cluster grouping, curriculum compacting, interest-based projects, independent studies, and teacher-pupil contracting, supported by appropriate classroom resources; and
- inform parents of the enriching activities available in the area of gifted education and promote parent/community involvement and participation.

This policy shall be referenced in each school's student handbook. In addition, school councils shall annually review the needs of gifted and talented students.

From and based on this W.R.S.D. policy, Chocksett Middle School (C.M.S.) has developed its own mission statement and core values as outlined below.

CHOCKSETT MISSION STATEMENT / CORE VALUES

The Mission of Chocksett School is to improve the acquisition of knowledge, the development of skills for learning, the understanding of ideas and values, and the enhancement of individual potential. Our graduates will be prepared to further pursue their life goals and be citizens whose actions reflect sound character, ethical behavior and a clear understanding of their own and others' self-worth and dignity.

Education Excellence

"Try your best, study and pay attention."

Ethical Behavior

"All students should tell the truth and show fairness to classmates, parents, and teachers. All students should show self respect for all and everyone's property."

Human Diversity

"If someone is different, accept their differences."

Individual Potential

"You develop within a school environment that will build mind, body, soul and artistic growth."

Lifelong Learning

"You never stop learning. You learn everywhere you go."

Productive Effort

"If you want to learn, you've got to work. You can't just give up. You have to keep trying."

ACADEMICS

Graduation

A grade eight student who receives more than one failing final grade average in an academic subject may be ineligible to graduate.

Student Areas of Grading

Students will receive achievement, conduct and effort marks from each of their teachers. The only exception will be in a course that is designed to be handled differently and about which a parent has been informed.

Achievement

A - Excellent	90 - 100
B - Above Average	80 - 89
C - Average	70 - 79
D - Below Average	60 - 69
F - Failing	59 & below

Conduct / Effort

1 - Satisfactory
2 - Room for Improvement
3 - Unacceptable

All students receive letter grades.

Other Marks

Students will receive a conduct and an effort grade from each of their teachers. Students who are guilty of a major conduct infraction (e.g. Fighting) may be given a 3 in conduct by the teacher involved. Students who accrue two or more discipline referral forms from the same teacher for serious conduct infractions during any marking period will receive a 3 in conduct.

Progress Reports / Report Cards

Progress Reports will be sent home in October, December, March and May and will indicate general aspects of the student's progress. Report cards will be sent home in November, January, April and June. Both Progress Reports and Report Cards should be signed and returned to school within 3 days. Your signature merely indicates that you have seen the card.

Remember: CMS encourages communication between parents and teachers at any time during the school year.

Honor Roll / Meritorious Achievement & Chocksett Club

The purpose of the Honor Roll is to recognize academic achievement. All courses count towards the Honor Roll. In addition, students in grade 8 will be recognized for outstanding achievement and conduct at the conclusion of the school year. To qualify for the Chocksett Club, students must earn twelve (12) or more 'points' during the four marking periods in grade 7 and the first three marking periods in grade 8. Note: Points will *not* be issued to any student receiving a 3 in conduct or accruing an excessive number of discipline referrals during any marking period.

Students in Grades 7 and 8 are eligible for the Honor Roll each marking period and Chocksett Club points are earned by meeting the following criteria:

<u>Honors:</u>	<u>Chocksett Club Points:</u>
First Honors All A's and 1 B	3 points
Second Honors All A's and B's	2 points
Third Honors All A's, B's and 1 C	1 point

Interruption of Academics & Telephone and Cell Phone Use

Please be informed that academic classes will NOT be interrupted unless in the event of an emergency. All other messages, information, homework, etc. will be passed along to students during AE or just prior to dismissal.

Students may bring a cell phone to school, however they must be kept in their lockers during the school day. Cell phones should be used for before and after school use only.

Students will not be allowed to use office telephones unless in the event of an emergency. All other phone calls by students (i.e. forgotten items) *must* be made using the payphone in the lobby. Students will ONLY be called to the office to accept telephone calls in the case of an extreme emergency.

Camera and Video Use

In an attempt to protect student privacy, no cameras or video cameras are to be brought to school. Pictures of students will only be taken by, school staff, students assigned to Yearbook

Committee and or professional photographers. Pictures will only be published with written consent of a parent.

ATTENDANCE

Students have a responsibility to be in school on a regular basis. Students are responsible for being in class on time and for attending all classes and assigned activities.

Late Arrivals

A child arriving after 8:30AM must report to the office for an admission slip prior to being admitted to class. Students who are tardy **MUST** be signed into school in the office or arrive with a note from the parent/guardian. Students who are chronically late will be subject to disciplinary action.

Absences

Parents/guardians are requested to call a central number (978-422-6771) when their child is going to be absent. This program allows parents to call any time up until 9:30 AM. Parents may call the night before if they wish. Absences not verified by a parent will be checked by a call to the home or to the parent's place of employment.

PROCEDURE:

Telephone 978 422 6771

PLEASE SLOWLY AND CLEARLY GIVE the following:

Caller's Name, Student's Name, Grade and Homeroom Teacher.

Cancellation, Delays, Early Release

School cancellation and delayed opening announcements will be aired beginning at approximately 6:00AM on the following stations **WTAG (580 AM), WRSR (96.1 FM), WXLO (104.5 FM), WAAF (107.3 FM)**. You may also check your local TV stations.

In the event of an early release, the school will make announcements over the same radio stations that carry school cancellations. Parents/Guardians are responsible for seeing that their child knows where he/she is to go in the event that school is dismissed early or any time the child's parent may not be home, *ahead of time*.

Homework for Absent Students

Parents/Guardians may make arrangements for homework, not class work, assignments when they call in their child's absence. Homework is an assignment that can be done at home without assistance of a teacher. Class work is a work that needs teacher assistance. However, if assignments are requested, it is expected that they will be picked up and completed. *The school should be called no later than 9:30 AM for homework requests.*

Missed Work due to a Planned Absence

It is the position of CMS that if a student must be absent due to a planned vacation, they are responsible for completing all make-up work upon their return. Parents/Guardians should consult with teacher(s) before the anticipated absence.

Student Dismissals

CMS requires a note, dated and signed, stating the name of the parent/guardian or his/her designee that will be picking up the child. No student will be dismissed from school in the custody of a person other than the parent/guardian or other individuals as noted on the emergency card. Phone calls will NOT be accepted as a request or as permission for dismissal, except for an emergency. The parent/guardian or his/her designee must report to the office and may be asked to show proper identification (driver's license, etc.) **Legally, a child must be released to either parent unless a restraining order is on file in our office.**

ATHLETICS

Students who participate in the athletics program, which includes but is not limited to track, basketball, and cheerleading, must pass all subjects as reported on the most recent formal communication with parents. Waivers may be granted upon the

recommendation of the Principal and Athletic Director. Individual schools may make adjustments to the WRSD policy requiring higher academic standards upon consultation with S.I.M.C.O..

Students must demonstrate appropriate behavior according to school standards. At the sole discretion of the principal, a student may be declared ineligible for participation because of chronic misbehavior or an incident of serious or major misconduct according to school standards. Students scheduled to attend after school disciplinary sessions on a day of practice or game must attend the disciplinary session before being able to participate in an athletic activity. Students who are serving a suspension (internal or external) on the day of a practice or game are not allowed to participate in an athletic program on that day. Students, who are absent from school for all or part of a day due to illness or a non-emergency situation on the day of practice or a game/event, are not allowed to participate in an athletic program on that day.

Students **cannot** try out for any sport team unless a physical examination report is completed, dated within a year of the sports season and on file at the school Health Office.

SCHOOL IMMUNIZATION LAW OF MASSACHUSETTS, Chapter 76, Section 15, Massachusetts General Law states that parents must provide documentation of immunization or have on file a religious or medical exemption.

Documentation from the parent that the student carries the school accident insurance plan or, that the family carries adequate insurance, is required for participation.

ATTIRE

All students are expected to be clean and dressed in a manner that will not disturb or distract other students or teachers. Immodest clothing is not acceptable; e.g., bare midriffs, halter-tops, short shorts. Hats and bandanas are not to be worn in the classrooms, hallways, or cafeteria area but are acceptable for outdoor gym class and recess. Wearing clothes that display offensive language or images suggesting provocative, inappropriate, or illegal behavior will not be allowed. This includes writings/drawings on school bags and book covers. Law requires proper footwear. For safety purposes, heavy metal chains or chain wallets are not to be worn to school or school events.

CHOCKSETT COMPUTER POLICY

Technology is available for student academic use under the following guidelines: **(a)** Students may not install any software on any computers or attempt to make copies of software that is on the hard drive; **(b)** Respect others' right to privacy and not access or use information on a computer without permission of the owner of the information; **(c)** Respect others' property. Do not make changes to or delete computer programs, files or information that belong to others; **(d)** Use computers, software and related technologies for purposes that are within the law, that are beneficial to others or others' property.

Internet - Students using the internet do so with the following stipulations:**(a)** As to any interaction with strangers, use common sense and exercise caution. Do not give out your phone number or address. Privacy is not guaranteed. Be careful of what you say and how you say it. Report problems or concerns to your teacher. **(b)** Accept personal responsibility for appropriate use of system. Abuses, i.e. pornography, illegal solicitation, racism sexism, inappropriate language, are prohibited and should be reported to your teacher. **(c)** Use is limited to activities that support education and research. Copyrighted materials, plagiarizing works, threatening or obscene materials or trade secrets may not be transmitted. Violation of this provision could result in prosecution. **(d)** Access to the network is a privilege, not a right and as such may be revoked for cause, i.e. inappropriate use. Revocation of privileges may be requested by administration, staff, faculty or anyone authorized

by the building Principal. The appeals process will be the same as for any disciplinary infraction. **(e)** Online etiquette proceeds from every day acceptable conduct and includes: being polite, using appropriate language, maintaining all users' privacy, appropriate use of e-mail (no support of illegal or illicit activities), being considerate and not disrupting the network by game playing or large scale downloading. **(f)** Network files are not private and remain open to administrators to maintain system integrity, insure appropriate use and to maintain hard drive storage. Additional storage beyond what is pre-assigned may be requested through the building technology associate. **(g)** Users of the system do so at their own risk. Damages, including loss of data or information inaccuracies are not the responsibility of the Wachusett Regional School District. **(h)** Security remains a high priority. All users are responsible for system security and should report problems to their teachers. **(i)** Breaches of security include: use of another person's password, access to another's file without permission, and use of another's account. **(j)** Vandalism, including malicious viruses will result in loss of privileges and possible legal action.

Student work & photograph display:

At the beginning of every school year, CMS will send home a form where parents/guardians are requested to either grant or deny permission for student's work and/or photograph's to be displayed on school and District websites. This form is required to be returned to school within 3 days. If we do not receive a completed form, CMS must assume that no permission for either has been given.

CODE OF CONDUCT

In order to provide for an optimal academic and social environment, Chocksett Middle School has developed the following Code of Conduct. We believe that students must learn to become responsible by making appropriate choices and by understanding that all behaviors have consequences. CMS students are expected to conduct themselves in a manner that promotes a safe and orderly learning environment for all. Our Code of Conduct is a logical extension of our Responsive Classroom philosophy, designed to create and maintain a school community based upon respect, responsibility, and logical consequences.

RIGHTS All members of the Chocksett community have the following rights:

- To be treated with dignity and respect
- To learn and to teach without interference from disrespectful or disruptive behavior
- To be safe from physical harm and harassment

STUDENT RESPONSIBILITIES Student academic responsibilities include an emphasis on study and hard work. Students must strive to be prepared for class, to be on time, to listen and participate, and to complete their work. Student social responsibilities include an emphasis on good citizenship, based on respect and consideration for the rights of others. Students must respect authority, adhere to school rules, be responsible for their actions, and respect the rights, beliefs, and property of others.

TEACHER RESPONSIBILITIES Each teacher is expected to maintain classroom rules and regulations that foster an effective climate for learning. These rules will be posted in the classroom and discussed with students. Students who break the code of conduct will be subject to one or more of the disciplinary actions listed. Teachers will communicate with parents by phone or in person if their child is having difficulty following the classroom rules. In the event the behavior is gross insubordination to a teacher or presents a serious safety risk, students should be referred to administration immediately. The teacher present during such behavior will write a discipline slip describing the specifics of what happened. Teachers will be visible in the corridors and make regular visits to the lavatories to prevent infractions of school rules.

ADMINISTRATOR RESPONSIBILITIES Chocksett Administration believes that the orderly and safe operation of a school is dependent on the teachers and administration working together. Administration will greet students at arrival time; will be present in the lunchroom, and supervise students during dismissal. Administration will address all student discipline slips that are submitted using one of the following methods: conferencing with student, conferencing with teacher and student, sending the discipline slip home with student along with a call to parent, requesting a parent conference with administration/student/teacher, serving a detention, and/or possible suspension.

Definition of Terms

Informal Talk: a staff member will talk to the student to reach an agreement regarding future behavior.

Conference: A formal conference with a school official, the student, and possibly a parent in which the student agrees to correct the questionable behavior.

Detention: The student reports after school from 3:00 to 4:15 p.m. Detention may be assigned by the office or by a teacher. The student will be given notice of the detention and the parent must sign the detention form.

Loss of Privilege: The student may be denied participation in extra-curricular activities: may be removed from the cafeteria for an extended period of time; or may be denied the opportunity to participate in special events.

In-School Suspension: The student is excluded from one or more classes, but remains at school and is expected to complete the day's assignments. If a student receives an in-school suspension, he/she is required to report to school. Parents will be notified.

Out-of-School Suspension: Being suspended from school means that a student must remain off school property during the period of suspension. The student will be allowed to make up any work missed during the period of suspension. Written notification of the charges will be given to the student and the parents. **During the period of an In or Out-of-School Suspension, students are not allowed to participate in extracurricular activities from the time they begin to serve until 8:15 a.m. of the next regular school day after the suspension has been served.**

The following are serious violations of school and will not be tolerated:

Possession of Alcohol/Drugs Any student found in possession of drugs, drug paraphernalia, alcohol, or alcohol-related products will be suspended and may be subject to expulsion. Police may be notified. Students with substance abuse problems will be encouraged to enroll in appropriate substance abuse program. Please note see WRSD policy P6433.

Use and Possession of a Tobacco Product Any student found in possession of any tobacco product will be suspended from school. Subsequent offenses will result in increased suspension from school. Chocksett Middle School is a SMOKE-FREE environment in compliance with Massachusetts General Law.

Possession of a Dangerous Weapon Any student found in possession of a dangerous weapon will be suspended from school and may be subject to expulsion. Police may be notified. Please note WRSD policy P6435.

Stealing The first offense will result in parent notification and possible suspension from school. Subsequent offenses will result in increased suspension from school.

Cheating Students are expected to do their own work, unless instructed to work collaboratively. Cheating includes, but is not limited to the following: 1) Copying from someone else/letting

someone else copy from you, 2) Talking, gesturing, or using notes during an assessment, 3) Passing test information from one class to another, 4) Submitting someone else's work as your own, 5) Forging signatures. Cheating represents a serious breach of academic integrity and will result in a zero on the assignment and possible detention.

Inappropriate, Vulgar Language First offense will result in detention. Second offense will result in suspension from school.

Damage to Property Students found damaging or defacing school property will be made to clean or replace damaged property. Parents will be contacted, and when necessary, billed for damage. Students will serve either a detention or suspension.

Disruptive Behavior Disruptive behavior is behavior that interrupts the orderly educational procedure of the school at any time. First offense will result in parent/student contact with warning and possible detention. Severe or chronic disruptions will result in possible suspension.

Defiance or Disrespect Toward Authority Refusal to comply with requests made by school personnel or rude and discourteous behavior in response to such requests. First offense will result in parent notification and possible suspension. Subsequent offenses will result in suspension from school.

Fighting Fighting is a physical confrontation between two or more individuals in which the intent is to harm or injure the other. First offense will result in parent notification and automatic suspension from school. Subsequent offenses will result in increased suspension from school and could result in expulsion.

Harassment: Harassment is considered but not limited to behavior committed against others because of their ethnicity, race, religion, physical appearance, sexual orientation or gender. Harassment refers to continuous behavior, which is not welcomed by a student, faculty or staff member. Harassment can be personally offensive to the individual and it can interfere with the individual's ability to learn and work effectively. Depending on the severity of the harassment, the steps taken will be taken based on the WRSD policy P6434.

Plagiarism Plagiarism is knowingly using or copying the academic work of others and representing it as one's own work without proper attribution. Each teacher has rules that should be followed in the classroom. If this is a repeated offense possible suspension will be pursued.

The Code of Conduct at CMS is not designed to delineate every possible situation. CMS reserves the right to establish fair and reasonable rules and regulations for circumstances that are not covered in this Code of Conduct. Please note the school regulations below:

- a. Truancy will result in a petition to the District Court as required by law.
- b. Students are expected to pass from one class to another in an orderly manner and go directly to their class.
- c. No gum chewing in school.
- d. Bicycle riders *must* go directly to the bicycle racks when coming to school, place their bicycles in the racks, and enter the school building.
- e. Radios, I-pods and hand held game systems are not allowed at school and will be confiscated and sent to the office for parent pick-up.
- f. NO SKATEBOARDING OR ROLLERBLADING ON SCHOOL GROUNDS.

Discipline referral forms will be issued to a student for an infraction of behavior rules. Students who are guilty of a major conduct infraction may be given a '3' in conduct on the report card. Students who accrue two or more discipline referral forms from the same teacher for serious conduct infractions during any marking period will receive a '3' in conduct on the report card.

Due Process In The Case Of Suspension Requires The Following:

1. For Disciplinary Action Up To and Including 10 Days of Suspension:

- A. Verbal notice of the charge (telephone notification to parents/guardians).
- B. An explanation of the evidence.
- C. The opportunity for the student to present his/her side of the story to an administrator.

2. For Disciplinary Action of More Than 10 Days / Expulsion:

- A. Written notice of opportunity for a hearing.
- B. Written notice of the charges (telephone notification to parents/guardians with written copy of the charges mailed to student's parents/guardians).
- C. The right to be represented by a lawyer or an advocate
- D. Adequate time to prepare for a hearing.
- E. Access to documented evidence and the opportunity to present witnesses and evidence in student's behalf.
- F. The right to question witnesses.
- G. A written decision including the specific grounds for the decision.

Any student expelled from school by the Principal shall have the right to appeal the decision to the Superintendent of Schools.

Student Responsibility For Work During Suspension

Students are responsible to complete all assignments, tests, quizzes and homework missed during the suspension.

Lunchroom Behavior

Students must have permission to leave the cafeteria, will clean their table, surrounding floor area and dispense of trash, and are to remain seated except when buying food or emptying trash. Students are expected to use acceptable table manners while in the cafeteria. The duty teacher has the right to assign seating based on cafeteria behavior.

Field Trips, Extracurricular Activities

Appropriate behavior ensures that a child may participate in field trips and/or extracurricular activities. Students are expected to abide by all rules and regulations to participate. *The administration has the right to exclude a student from school field trips because of inappropriate behavior.* The school also has the authority to discipline students for inappropriate behavior at any school related function.

HOMEWORK

It is the school's policy for teachers to give homework. However, at the same time, included in this policy are certain guidelines for the teacher to follow. The school recognizes the fact that the length of time, which is necessary for a student to complete his/her homework, is highly individual. A student is not expected to spend an entire evening on homework. However, results the next day should show an honest effort was made. The parent should inform the teacher if the student is encountering difficulty with homework.

Neglected assignments will result in poor marks and parental/guardian notification. Failure could be an end result. Please be aware of teachers' expectations for homework at the beginning of the school year.

INSURANCE COVERAGE

The W.R.S.D. sponsors a student-participation insurance plan. Brochures describing the plans available will be distributed during the first week of school.

LOCKERS

A locker is the property of the W.R.S.D. which is issued to each student for use at the beginning of the school year for storage of books, coats, boots, etc. Lockers may be searched at any time for reasonable cause by administration.

LOST AND FOUND

Missing items can be found at the Lost and Found located inside the cafeteria. Unclaimed items are donated to charity periodically throughout the year. Students are *always* notified and asked to check the lost and found before any items are donated.

LUNCH

Lunch may be brought from home or purchased from the cafeteria. Lunch, which includes milk, costs \$1.75 per day or a student may prepay weekly (\$8.75), monthly (\$35.00), or for the entire school year if so desired. **Credit balances, as well as debit balances on school lunch are carried over from the previous school year. C.M.S. strongly encourages pre-paying school lunch.**

Students may select a choice of A or B lunch. Lunch menus are published in The Landmark. Lunch counts will be taken during the morning homeroom. Students may also purchase just milk for \$0.30.

Free and Reduced Cost Lunch

This policy will be distributed at the beginning of the school year. Parents of students who received free or reduced cost lunch during the previous school year **MUST** resubmit an application for the coming school year. **Applications MUST be received by the second week of school.**

Students receiving free or reduced cost lunches during the past school year will continue to receive free or reduced lunches until the deadline for the new application. Free or reduced cost lunches will terminate unless the new application has been received and approved.

NOTE: PLEASE MAKE SURE ALL INFORMATION REQUIRED ON THE APPLICATION IS INCLUDED. APPLICATIONS NOT FILLED OUT PROPERLY OR ENTIRELY WILL BE RETURNED AND FREE OR REDUCED COST LUNCHES WILL NOT BE PROVIDED UNTIL THE FORM HAS BEEN COMPLETED. PLEASE NOTE THAT PUBLIC ASSISTANCE DOES NOT AUTOMATICALLY QUALIFY A STUDENT FOR FREE OR REDUCED COST LUNCHES.

PARENT / TEACHER CONFERENCES

Parent or Guardian/Teacher conferences are not scheduled for all students quarterly as they were in elementary school. Individual conferences for students will be held upon request of the parent/guardian or teacher. These conferences are encouraged. Please contact your child's homeroom teacher to schedule an individual or team meeting.

Procedures for Conflicts

Contact the teacher to schedule a meeting and discuss your concerns with the teacher. If you do not achieve resolution, contact a building level administrator. If the problem is not resolved at the building level, parents have a right to seek resolution through the Superintendent of Schools or his/her designee.

SCHOOL ORGANIZATIONS

P.T.O. (Parent/Teacher Organization)

The PTO is the parent/teacher organization representing Chocksett Middle School. Parents/guardians, teachers, or anyone employed at the school is a member. The major goal of the PTO is to enrich the student's educational experience by providing programs, equipment and services. The PTO undertakes fundraising activities to accomplish this goal including but not limited to, the school store and annual magazine drive. The PTO in conjunction with C.M.S. also publishes a newsletter, The Eagle's Eye for the purpose of expanding communication between the school and home. The newsletter contains school, community and PTO news.

School Improvement and Modernization Council (SIMCO)

The School Improvement and Modernization Council is set up to establish a process of interaction between the community, teachers, and administration which will enable the Chocksett Middle School to become an environment cognizant of change and the need for continuing improvement. SIMCO meets monthly after school.

The Council consists of: Principal serving as Council co-chair; equal number of parents/guardians and teachers; one member of

the business community; one member from the community at large; two student representatives. Each parent/guardian may serve as long as his/her child is a student at Chocksett Middle School.

Student Council Opportunities

Grade 8 Class Officers

The class officers are liaisons between the students and the administration. Officers will work closely with advisors to plan class activities.

Wachusett Regional School District Eighth Grade Student Council

Consists of two elected students from each town in the W.R.S.D. and a faculty advisor. The purpose of this council is to arrange activities for eighth grade students in the W.R.S.D.

Student Council

The Student Council attempts to improve the quality of life at the Chocksett Middle School and to improve community life within the Town of Sterling. All activities sponsored or supported by the Council must include one or both of these. The Council represents C.M.S. students' concerns. The Council opens communication between teachers, students, administration, SIMCO and the PTO. Requirements for Student Council members are: 70 or better average in all subjects, attendance at two meetings per month; attendance, in entirety, at all Council activities; homeroom elected.

TRANSPORTATION/CHOCKSETT BUS INFORMATION

Parents/guardians should see that their child knows which bus to take and the location of his/her stop.

CONVENIENCE BUSSING WILL NOT BE PROVIDED.

Bus students are dismissed first. Walkers and pick-ups are dismissed after all busses have departed.

VISITORS / VOLUNTEERS

Parents and volunteers are always welcome and appreciated in our schools. Because our schools are growing and safety is always an issue in today's world, all visitors/volunteers must report to the office, sign in, and receive a badge that **MUST** be displayed on his/her person while in the building. This will clearly show all staff that the visitor has reported to the office. Without a badge, you may be asked to leave the building. These precautions are necessary to insure students and staffs' safety.

The District has available in all school offices, CORI forms for you to fill out and sign that will authorize the District to submit to the Criminal History Systems Board a request for a CORI report. Please know that the information obtained from the Massachusetts Criminal History Systems Board is held strictly confidential and is kept in a locked file cabinet in the Director of Administrative Services' office. In addition, the reports will only be reviewed by the Superintendent or the Director of Administrative Services.

Questions/concerns regarding this matter may be directed to:

Susan Sullivan
Director of Administrative Services
Wachusett Regional School District
Jefferson School
1745 Main Street
Jefferson, MA 01522
(508) 829-1670, x224

W.R.S.D. STUDENT HANDBOOK INFORMATION

P6621

POLICY RELATING TO PUPIL SERVICES **TRANSPORTATION SAFETY AND SECURITY PROCEDURES**

The Wachusett Regional School District and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing District requirements of student conduct on 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, and welfare of other riders or damages properties will be notified that their children face the loss of transportation privileges. Notification of this policy shall be contained in the Student Handbook.

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

WRSD Policy Relating to Support Operations **P7240** **Safety and Security Procedures**

BUS DISCIPLINE PROCEDURES AND CONSEQUENCES

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

LEVEL 1 **Misbehaviors**

Misbehaviors that interfere with the orderly transportation of students. Some examples are:

- Talking too loudly
- Failure to stay seated
- Littering on the bus

Tampering with the possessions of other passengers

Consequences

The bus driver may address the misbehavior:

- Verbal warning issued to student
- Assign seats

LEVEL 2 **Misbehaviors**

More severe misbehaviors that interfere with the orderly transportation of students. Some examples are:

- Repeated occurrences of Level 1 behaviors
- Annoying and/or bullying other passengers
- Use of profanity

- Damage to the bus

Consequences

The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This action may include any or all of the following:

- Conference with principal or designee
- Contact with parents
- Assigned seats
- Loss of bus privileges for up to five days
- Suspension from school for up to five days

LEVEL 3 **Misbehaviors**

Behavior that endangers the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include:

- Repeated occurrences of Level 1 or 2 behaviors
- Refusal to remain in seats
- Throwing objects, spitting, or spit balls
- Distracting the driver
- Refusal to obey driver
- Fighting, including pushing and/or wrestling
- Lighting matches/lighters
- Possession of knives or other dangerous objects

Possession or use of tobacco, alcohol, drugs, or controlled substances

Consequences

The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. At more severe levels, the superintendent or designee may be involved. This action may include the following:

- Loss of bus privileges for six to ten days
- Suspension for 6 or more days or exclusion from school
- Repeated incidents of Level 2 behavior or egregious acts may result in a child being permanently suspended from bus privileges
- Illegal activity will be referred to the Police Department

Procedures for reporting passenger misconduct

1. The bus driver will report misconduct occurring on the school bus to the school administration. If a student shares information pertaining to student misconduct on the bus with a teacher or other staff member, the administration will be notified and speak with the bus driver.

2. A School Bus Conduct Report will be completed and submitted to the school administration and the bus company.

3. The principal or designee and the bus company will retain copies of the signed report.

WRSD Special Education Discipline Policy

All students are expected to meet the standards of behavior as set by the Wachusett community. Chapter 71B of the Massachusetts General Laws and I.D.E.A. 1997 require that additional provision be made for students who have been found by an evaluation team to have special need and whose program is described in an Individual Education Plan (I.E.P.). The following additional requirements apply to the discipline of special needs students:

1. The I.E.P. for every special needs student will indicate if they can meet student management policies or if modifications are needed.

2. The Principal (or designees) will notify the Special Education Office of any special needs students who have been suspended. The Director of Special Education will keep these suspensions on record.

3. When it becomes known that a special needs student will be suspended for more than ten days in a school year:

- A) Services will be provided in order to ensure that the student receives FAPE, and
- B) A functional behavioral assessment will be conducted and a behavioral intervention plan will be implemented, and
- C) The team will conduct a manifestation determination in order to decide whether the infraction is related to the student's disability, and if the team finds that the behavior is a manifestation of the disability, the District may not suspend the student.

WRSD Policy Relating to Pupil Services Behavior and Discipline

P6400

The W.R.S.D. shall help students learn behavior patterns, which will enable them to be responsible, contributing members of society. Students will be expected to conduct themselves in keeping with their level of maturity and act with due regard for their fellow students and supervisory authority. Students shall have a right to reasonable treatment from the school and its employees, and in turn, the school and its employees shall have a right to expect reasonable behavior from students.

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

Corrective actions for misbehaviors outlined in the handbook shall be commensurate with the severity of the misbehavior. Consideration shall be given to the:

1. Age of the student;
2. Mitigating circumstances;
3. Previous behavior of the student; and
4. Attitude of the student.

Student Handbook

The student handbook shall annually be reviewed with input sought from the school council. The student handbook shall be printed and distributed to all enrolled students and all staff members at the start of each school year. The student handbook shall include, but not be limited to, sections dealing with:

1. Student rights and responsibilities;
2. Student behavior and discipline; and
3. Glossary of terms

Each building Principal shall be responsible for providing orientation to the handbook to all enrolled students and all staff members at the start of the school year. The provisions of the student handbook shall be applied to students in a standardized, nondiscriminatory and non-arbitrary manner.

Liability for Damages

The W.R.S.D. shall seek compensation for District property willfully damaged by a minor or student age 18 years or older. Civil action may be brought against the minor or his/her parents, or the individual if 18 years of age or older. All incidents shall be investigated, liabilities fixed, and all costs assessed in a nondiscriminatory and non-arbitrary manner. Schools shall be monitored to ensure that findings of liability are in accordance with District procedures in affording due process guarantees.

Corporal Punishment

Corporal punishment is prohibited. Staff shall develop alternative techniques for managing student discipline in accordance with District policy.

Searches

W.R.S.D. authorities may exercise their rights to conduct an inspection of student lockers and/or desks. A student shall not misuse lockers and desks assigned by school authorities. Lockers and desks remain, at all times, the property of the District.

A warrantless search (non-emergency) of a student's school locker or articles carried upon the student's person may be conducted if there is a reasonable suspicion that the search is necessary to protect the health and/or safety of students and staff, or to detect a violation of school rules. Such a search may be conducted if school authorities suspect that a student possesses such items as, but not limited to, weapons, dangerous instruments, stolen goods, narcotics, hallucinogenics, amphetamines, barbiturates, marijuana, unregistered drugs, controlled substances, alcoholic beverages, or evidence of cheating or other academic misconduct.

Student suspensions

The W.R.S.D. shall ensure that each pupil has an atmosphere and an environment, which is conducive to teaching and learning. To that end, schools shall maintain programs, which maximize opportunities for learning and minimize disruptions to the educational process. The District's first concern shall be to help maintain pupils in school so that their learning process is not interrupted.

Students who create discipline problems, which cannot be resolved through less severe means, shall be suspended. As a last resort, the district shall, at the discretion of the school Principal, and following the required due process, deny a pupil the right to attend school for a period not to exceed ten (10) days. The Principal's decision is final.

Students will have the right and the responsibility to complete all assignments and make up all tests/quizzes missed during the suspension. It will be the student's responsibility to confer with teachers and to complete make-up work within a reasonable time but in no instance exceeding three weeks after the suspension expires.

Expulsion

Expulsion shall be considered an action of last resort when the behavior of the student warrants such action at the discretion of the school Principal. The expulsion shall be governed by Massachusetts General Laws Ch. 71, sections 37h and 37h1/2, and ch76 section 17.

WRSD Policy Relating to Pupil Services

P6436

Tolerance

The Wachusett Regional School Committee shall provide a learning environment that promotes and encourages an appreciation of diversity.

Individual differences of students within district policies and regulations are to be appreciated and respected. All students can expect to grow and learn without encountering harassment about individual differences.

Intolerable activities include but are not limited to harassment about race, gender, handicap, religion, ethnic group, appearance, dress, learning style, interests, or behaviors.

Bullying will not be tolerated. Bullying behaviors include but are not limited to teasing, verbal harassment, unwanted touches, physical attacks, and/or ostracism.

Reports of such conduct will be investigated and action will be taken under the guidelines of an individual school's disciplinary code.

Reference to this policy will be placed in all student handbooks.

PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT,
BULLYING, DISCRIMINATION AND HATE CRIMES

The Wachusett Regional School District is committed to providing our students equal educational opportunities and a safe learning environment free from harassment, bullying, discrimination and hate crimes. The District will not tolerate unlawful or disruptive behaviors at school or school-related activities including curricula, instructional programs, staff development, extracurricular activities and parent involvement. The District will promptly investigate all reports and complaints of harassment, bullying, discrimination and hate crimes and will take prompt, effective action to end such behaviors including, when appropriate, referral to law enforcement agencies.

The Wachusett Regional School District prohibits all forms of harassment, bullying, discrimination and hate crimes related or unrelated to race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The District will not tolerate retaliation against those taking action consistent with this Policy. Threats or acts of retaliation, regardless of how they are expressed, are serious offenses that will subject the violator to significant disciplinary or other corrective actions.

Harassment:

Harassment is oral, written, graphic, electronic, or physical conduct on school property or at school-related activities relating to an individual's actual or perceived race, color, National origin, ethnicity, religion, sex, sexual orientation, age, or disability that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational or work environment. For purposes of this policy, harassment shall also mean conduct that, if it persists, will likely create such a hostile, humiliating, intimidating, or offensive educational environment. A single incident may, depending upon its severity, create a hostile environment.

Bullying:

Bullying is defined as a form of aggression involving a power imbalance between the bully and victim, where the bully has perceived or actual physical, social and/or psychological power over his/her target(s). Although bullying generally involves a pattern of conduct directed at a victim, depending on the severity of the incident, a single instance of such misconduct may constitute a violation of this Policy.

Student and Staff Responsibilities

All students and staff members, as members of the WRSD community, are responsible for complying with this policy and ensuring that he/she does not harass, bully, discriminate or perpetuate a hate crime against another person on school grounds or at a school-related activity. Further, each student and staff member is responsible to make sure that s/he does not retaliate against any person who reports or files a complaint, or who helps someone report or file a complaint, or for cooperating in the investigation of a report of complaint.

Reporting Harassment, Bullying, Discrimination or Hate Crimes

Students can report any case of harassment, bullying, discrimination or hate crimes to any adult in the school who is then responsible to inform the building principal or designee. The school principal or designee is responsible for receiving reports and complaints of violations at the school level. At the District level, the District Equity Coordinator is responsible for receiving and addressing reports or complaints of violations of this Policy

Any member of the school community who is informed of or believes that harassment, bullying, discrimination, retaliation or a hate crime has occurred or may have occurred at school or in a school-related activity must promptly report the incidents to the building principal or designee, or the Title VI Coordinator, Title IX Coordinator, Equity Coordinator or Superintendent. In situations

where a student or other person is uncomfortable reporting the incident to a designated official, s/he may report it to a trusted school employee who must promptly inform a designated official.

Upon receipt of a written or oral report or complaint, the principal (or designee) and the Equity Coordinator will promptly notify each other of the facts alleged and any initial action taken. If and when a report or complaint involves physical injury, the principal or designee will promptly report the incident to the Superintendent. All complaints or reports must be documented on the District's "Reporting/Complaint Form". If the complainant or reporter is unwilling or unable to complete the form, the designated official who receives the oral complaint or report will promptly prepare the written report using the reporter's or complainant's own words. The designated official will also summarize any initial action taken. If the complaint occurs at the school level, the designated official will promptly provide the principal with the completed Reporting/Complaint Form with a copy to the District Equity Coordinator.

A report or complaint involving a Principal should be filed with the District Equity Coordinator or Superintendent. A report or complaint involving the Equity Coordinator should be filed with the Superintendent. A report or complaint involving the Superintendent should be filed with the School Committee.

Reporting Other Incidences

Under General Laws Chapter 119, Section 51A for purposes of reporting child abuse and neglect to the Department of Social Services. Under MGL119, Sec. 51A, a school staff member who has reasonable cause to believe that a student under the age of 18 is suffering physical, sexual, or emotional abuse or neglect by a parent, guardian, school staff member or other caretaker must immediately report the abuse or neglect either directly to the Department of Social Services (DSS) or to the person designated by the school to accept those reports, who then promptly reports to DSS.

The principal and/or Superintendent will report to local police certain forms of sexual harassment and conduct that may constitute a crime.

The principal and/or Superintendent may report physical injury, destruction of public property, potential hate crimes and other acts of a serious criminal nature to local police for investigation.

Protection Against Retaliation

The District will take appropriate steps to protect from retaliation persons who take action consistent with this Policy, or who report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action.

Ensuring Safety During Investigation

The designated official, in consultation with the District Equity Coordinator, will take any step he/she determines is necessary and/or advisable to protect, to the extent practicable, the complainant, witnesses, and other individuals from further incidents or from retaliation pending the outcome of the investigation.

Determination of Proceedings

Upon receipt of a complaint or report, the District must determine whether to undertake formal or informal proceedings to resolve the complaint or report. Upon receipt of a complaint or report, a designated official will attempt to identify and obtain cooperation from the victim(s). Where the designated official does not obtain the identity or cooperation of the alleged victim(s), the District will proceed with an investigation and then proceed to formal or informal proceedings to the extent possible.

Informal proceedings will commence when criteria for Formal

Proceedings are not met. In these cases, a designated official, in consultation with the Equity Coordinator, may apply either the Student Code of Conduct or initiate an Informal Proceeding, which strives to resolve the report or complaint through non-disciplinary corrective action, although the designated official may also determine that discipline action is appropriate and necessary.

Formal proceedings will commence when the designated official, in consultation with the District Equity Coordinator determines that:

- the allegation is serious enough that it appears to place the complainant or any other person at physical risk;
- the incident has resulted in a criminal charge;
- the incident involves a referral to the Department of Social Services;
- the allegation involves a serious form of harassment, discrimination or retaliation;
- the allegation involves bullying, where the District has intervened with the alleged student offender under the Code of Conduct for bullying on two prior occasions;
- there is a pending Formal Proceeding against the subject of the complaint;
- the subject of the complaint has previously been found to have violated this Policy after Formal Proceedings, or
- that a formal proceeding is otherwise appropriate under the circumstances,

the designated official must then commence a Formal Proceeding.

Formal Proceedings-Investigation

The designated official will separately meet in a timely manner with the complainant and the subject of the complaint, and if a student, with their parent(s) or guardian(s), to tell them about the formal process, explain the prohibition against retaliation, and determine the remedy the complainant seeks. The designated official will also explain that the investigation will be kept as confidential as possible, but that the District cannot promise absolute confidentiality, and may not be able to withhold the complainant's identity from the subject of the complaint, since such a promise could interfere with the District's ability to enforce its Policy, conduct a fair and thorough investigation, or impose disciplinary or corrective action.

Following a prompt and thorough investigation, the designated official, in consultation with the District Equity Coordinator, will determine whether the allegations have been substantiated, and whether the Policy, or if the subject of the complaint is a student, the Student Code of Conduct has been violated. The designated official, in consultation with the District Equity Coordinator, will prepare a written report that includes the investigative findings, the investigative steps taken, and the reasons for those findings. These findings will specify whether the allegations have been substantiated, whether the Policy, or if the subject of the complaint is a student, the Student Code of Conduct, has been violated, and any decision or recommendation for disciplinary and corrective action.

The designated official will promptly notify the complainant and the subject of the complaint in writing to let them know whether the complaint has been substantiated. If the complaint is substantiated, the designated official will also promptly notify the complainant of any non-disciplinary corrective action imposed to protect him/her from future Policy violations. If the complaint is substantiated and the offender remains a student in the school, the designated official will meet with the offender and his/her parent or guardian, to describe the disciplinary and/or corrective action imposed, the school's expectations for future behavior and

the potential consequences for retaliation or future violation of the Policy. If the complainant is dissatisfied with the investigation or outcome thereof, the designated official shall inform the complainant of his/her right to file a complaint with the Massachusetts Department of Education and/or the United States Department of Education's Office for Civil Rights.

If the District's investigation results from a third party report, the designated official will inform that person that the District has taken steps consistent with the Policy, while not providing information about any disciplinary action imposed or any other information that would violate applicable state and federal confidentiality laws or student record regulations.

Violations

Where a violation of the Policy has been reported by a third party, and an alleged victim fails to cooperate with the investigation, or denies the incident occurred, disciplinary and corrective action may be precluded or limited, depending upon circumstances and availability of information from other sources.

False Reports

Any person making false charges of harassment, bullying, discrimination or the occurrence of a hate crime is subject to disciplinary action.

Discipline

If a student has been found in violation of this policy, the District will impose disciplinary measures and/or corrective action to end and prevent further occurrences of the complained of action(s). The District will take into account harm suffered by the victim(s) as well as any damage to school or District property. The nature of any action taken must comply with District and school disciplinary policies. Any disciplinary or corrective action shall conform to the due process requirements of federal and state law.

Action concerning students may include a written warning; classroom or school transfer; suspension (short- or long-term); exclusion from school-sponsored functions, after-school programs and/or extra-curricular activities; limited or denied access to parts or areas of the building; exclusion, expulsion or discharge from school; adult supervision on school premises; parent conferences; an apology to the victim; awareness training; empathy development awareness programs; counseling or any other action authorized by and consistent with the Student Code of Conduct and/or school disciplinary code. The District complies with federal and state laws and regulations pertaining to the discipline of students with disabilities.

Oversight

The District has designated the Director of Student/Information Services as the District Equity Coordinator. The Equity Coordinator will, under the supervision of the Superintendent of Schools, ensure the successful administration of and compliance with this Policy. Information including the name of the Equity Coordinator, his/her mailing address, telephone number and email address will be posted prominently in the District office as well as all school buildings within the District.

***Information from Attorney General Thomas Reilly's Safe Schools Initiative Sample Policy for Promoting Civil Rights and Prohibiting Harassment, Bullying, Discrimination and Hate Crimes, June 24, 2005, was used in drafting this document.*
WRSDC Policy 6437

P6515

W.R.S.D. Policy relating to Personnel Management **Physical Restraint**

#P5252

The Wachusett Regional School District (W.R.S.D.) recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent

physical harm. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used in emergency situations, in the judgment of the school staff member, when other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

A. Training

To ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint:

- All staff will receive training regarding the District's restraint policy and will be reviewed annually and employees hired after the school year begins will receive training within one month of starting their employment, which will include the following:
- The District's restraint policy;
- Interventions, which may preclude the need for restraint, including de-escalation of problematic behaviors;
- Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used;
- Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and
- Identification of program staff who have received in-depth training in the use of physical restraint.
- Designated staff members shall participate in at least sixteen hours of in depth training in the use of physical restraint. Those designated staff members will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.

B. Administration of Physical Restraint

- Physical restraint may only be used in the following circumstances:
- When non-physical interventions would be ineffective; and
- The student's behavior poses a threat of imminent, serious harm to self and/or others.
- Physical restraint is prohibited in the following circumstances:
- As a means of punishment; or
- As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. However, in the judgment of the staff member, if the property destruction or the refusal to comply with a school rule or staff directive might escalate into, or could itself lead to serious, imminent harm to the student or to others, physical restraint is appropriate.
- Only school personnel who have received required training pursuant to this policy shall administer physical restraints on students with, wherever possible, one adult witness who does not participate in the restraint.
- The training requirements shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.
- A person administering physical restraint shall use the safest method available and appropriate to the situation, subject to the safety requirements set forth in this policy. Floor prone restraints may only be administered by a staff member who has received in-depth training as specified in this policy, and when in the judgment of the trained staff member, such method is required to provide safety for the student or others.
- Physical restraint shall be discontinued, as soon as possible, when it is determined that the student is no

longer at risk of causing imminent physical harm to self or others. (If, due to unusual circumstances, a restraint contuse for more than twenty minutes, it shall be considered an "extended restraint" for purposes of the reporting requirements.)

- Additional safety requirements:
- A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
- If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
- Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
- Review the incident with the student to address the behavior that precipitated the restraint;
- Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and
- Consider whether any follow-up is appropriate for students and staff members who witnessed the incident.

(C) Reporting

- Staff shall report the use of physical restraint to the school principal after administration of a physical restraint that results in injury to a student or staff member; or lasts longer than five minutes. The following reporting procedure will be followed:
- The staff member shall verbally inform the principal of the restraint as soon as possible and shall provide a written report no later than the next school working day.
- The written report shall be provided to the Principal or designee. The Principal shall prepare the report if the Principal administered the restraint.
- The Principal or designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
- The Principal shall send a copy of the report to the Superintendent at the Central Office.
- The Principal or designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school days following the use of such restraint. If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language. The written report shall include:
- Names and job titles of the staff who administered the restraint and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint.
- A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to de-escalate the situation; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
- A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and

Polish/Polski

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

Greek

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

Italian/Italia

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

Arabic

المكتب الرئيسية من طفلك مدرسة اتصل ب إن أنت تحتاج هذا كراس يترجم. رجاء

Statement of Definition

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

Grievance Procedure

- **Step #1:** An alleged grievance must be filed with the building coordinator (Principal or designee) in writing within thirty (30) days of the alleged grievance. The building coordinator shall meet with and respond to the aggrieved party (in writing) within fifteen (15) days.
- **Step #2:** If a satisfactory solution is not achieved at step #1, the aggrieved party may, within fifteen (15) days upon receiving the decision rendered at step #1, file the alleged grievance with the Supervisor of Pupil Personnel Services (for disability) or the Director of Administrative Services (for all others), who shall respond in writing and meet with the aggrieved party in an attempt to resolve the alleged grievance within fifteen (15) days.
- **Step #3:** If a satisfactory solution is not achieved at step #2 within the fifteen (15) day period, the alleged grievance may be filed at the next step with the school committee. The school committee shall provide an opportunity for the alleged grievance to be heard at its next regularly scheduled meeting and a decision shall be rendered in writing to the aggrieved party within fifteen (15) days.

Statement

1. An aggrieved party, if not satisfied with the decision of the school committee, may refer the case to the Massachusetts State Department of Education, 350 Main Street, Malden, MA 02148 (781-338-3300) and to the Office of Civil Rights, Region I, U.S. Department of Education, John W. McCormack Post Office and Court House, Room 701, Boston, MA 02109 (617-223-9662).

2. It is the intention of this grievance procedure to render due process regarding complaints or violations of this policy at each step of this grievance procedure.

R8/24/01

HARASSMENT

WRSD Policy relating to Pupil Services

P6434

Sexual Harassment

It is the policy of the Wachusett Regional School Committee to provide an educational environment free of sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined by this policy and law. Sexual harassment violates the policies of the district and also violates federal and state law, specifically Title IX and Massachusetts General Laws, C. 151C.

It will be a violation of this policy for any student to be sexually harassed by or to sexually harass another student, any employee or volunteer or other person connected with the District through

conduct or communication of a sexual nature as defined by this policy. Retaliation against a student for filing a complaint, under this policy or for assisting in an investigation of sexual harassment is in violation of this policy.

Definition:

The legal definition of sexual harassment is:

Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success as a student;
2. Submission to or rejection of such conduct by an individual is used as the basis of educational decisions affecting such individual(s); or
3. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include the following types of activities, but is not limited to these examples:

- Touching (arm, breast, buttocks, shoulders, etc.)
- Verbal comments (about parts of the body, what type of sex the victim would "be good at", clothing, looks, etc.)
- Name calling (from "honey" to "bitch" and worse)
- Starting and repeating sexual rumors
- Leers and stares
- Sexual or "dirty" jokes
- Cartoons, pictures, and pornography
- Using the computer to leave sexual messages or graffiti, or to play sexually offensive computer games
- Gestures
- Pressure for sexual activity
- Cornering, blocking, standing too close, following
- Conversations that are too personal
- "Rating" an individual – for example, on a scale of 1 to 10
- Obscene tee-shirts, hats or pins
- Showing inappropriate videos and other materials during class
- Sexual assault and attempted sexual assault
- Massaging the neck, massaging the shoulders
- Touching oneself sexually in front of others
- Graffiti
- Making kissing sounds or smacking sounds, licking the lips suggestively.
- Howling, catcalls, whistles
- Repeatedly asking someone out when he/she is not interested
- Pulling down someone's pants or forcibly removing other articles of clothing
- Exposing oneself to another student
- Facial expressions (winking, kissing, etc.)
- "Slam books" (lists of students' names with derogatory sexual comments written about them by other students)

Complaint Procedure:

If you feel that someone has sexually harassed or is sexually harassing you, you should file a complaint by following the steps outlined below:

1. Speak or send a note to any employee of the School District whom you trust (i.e., nurse, psychologist/counselor, teacher, Principal, Assistant Principal, Superintendent, etc.). You can also speak to your parents who can then notify the Superintendent, Principal or Assistant Principal. Remember that the complaint procedure does not start until school/district personnel receive the complaint.
2. Within two school days of receipt of the verbal complaint, the employee will notify the Principal/Super-

intendent and your parent/guardian will be notified of the pending complaint.

3. If you have not or do not want to put the complaint in writing, the employee will do so. This should be done no later than two school days after you have talked, or given the not, to the employee. The complaint has to be put in writing to make sure that the employee fully and correctly understands the issue(s). A copy of the complaint, in writing, will be reviewed with you and your parent/guardian to ensure accuracy, before it is shared with the subject of the complaint.
4. The employee will refer the written complaint to the Principal/Superintendent. The Principal/Superintendent or his/her designee may speak with you to get more information. In any case, the Principal/Superintendent or his/her designee will speak to the person who is alleged to have sexually harassed you (called the "respondent") to obtain information as well.

If the Principal/Superintendent feels the complaint can be resolved without a formal investigation, he/she may use the informal procedure. The informal procedure simply attempts to resolve the situation and can be done in many ways. Examples are:

- The Principal/Superintendent or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.
- The Principal/Superintendent or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.
- The Principal/Superintendent or his/her designee may have separate conversations with you and the respondent.

Examples of possible resolutions are as follows:

- Verbal statements of apology;
- Letters of apology;
- Assurances that the offensive behavior will end;
- Disciplinary action.

The informal procedure will be completed within five school days from the date the Principal/Superintendent receives the complaint. The Principal/Superintendent or his/her designee will notify you, your parent/guardian, and the respondent of the results of the informal procedure. Resolution of the situation may or may not occur as a result of the informal procedure. If all the parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the following formal procedure will be used.

Investigative deadlines may be extended under extenuating circumstances such as illness.

Formal Procedure:

1. The formal procedure is used when any one of the following occurs:
 - a) You, your parent/guardian, or the respondent ask that the formal procedure be used;
 - b) The Principal/Superintendent or his/her designee decides that the formal procedure should be used; or
 - c) You, your parent/guardian, or the respondent feels that the informal procedure was not helpful or adequate and one of the parties' requests, within five (5) school days that the formal procedure be used.

2. The formal procedure will be completed within twenty (20) school days of the complaint being filed with the Principal/Superintendent or if the informal procedure was used, within twenty (20) school days of the request to start the formal procedure.

3. The Principal/Superintendent or his/her designee shall investigate the complaint and complete a written report, which will include:

- All facts and circumstances of the incident;
- A summary of the investigation, which will include interviews with anyone reasonably believed to have relevant information, namely, the individual filing the complaint, the respondent, and, if either party is under the age of 18, their parents (if appropriate), witnesses, and anyone else who may have experienced similar conduct;
- A description of any actions already taken and/or proposed by the Principal/Superintendent or his/her designee.

Copies of the written report, including the Principal/Superintendent's findings, and the rationale and documentation of it will be forwarded to each of the parties involved within five (5) school days of completion of the investigation. All documentation of sexual harassment will be kept on file at the office of the Superintendent.

If the Principal/Superintendent or his/her designee finds that sexually harassing conduct has occurred, then he/she may discipline the respondent, require the respondent to apologize to the complainant, suggest that the respondent go to counseling, or require the respondent to attend training, refer the matter for review by state or local law enforcement authorities, or any combination of the above.

Either party may appeal the decision of the Principal in writing to the Superintendent, within fifteen (15) school days of receipt of the findings of the formal procedure. The decision will be reviewed to ensure adequacy of the investigation and conclusions. Parties will be given an opportunity to submit additional information. The Superintendent or his/her designee will make a decision and provide it in writing to both parties within thirty (30) days. The decision of the Superintendent shall be final.

Other Resources:

Individuals also have the right to seek a remedy from the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Boston, MA 02108, (617) 727-3990, and/or the Regional Office of Civil Rights for the United States Department of Education, 222 John W. McCormack Building, Boston, MA 02109, (617) 223-9662.

Retaliation:

No one may retaliate against you for filing a complaint. Further, no one may retaliate against any student, employee, or any other person because they provided information or helped in the investigation. If any person feels that he/she has been subjected to retaliation, he/she should file a complaint with the Principal/Superintendent.

Considerations To Remember:

- A)** A man/boy, as well as a woman/girl may be the victim of sexual harassment, and a woman/girl as well as a man/boy, may be the harasser.
- B)** The victim may be the same or opposite sex as the harasser.
- C)** The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed

toward another person. For example, inappropriate attempts at humor or the sexual harassment of one girl (or boy) may create an intimidating, hostile, or offensive environment for another girl (or boy) or may unreasonably interfere with an individual's educational performance.

SCHOOL COMMITTEE

W.R.S.D. Policy Relating to School Committee Operation

Distribution of School Committee Publications #P1523

The W.R.S.D. shall, in accordance with the Massachusetts General Laws and Department of Education regulations, provide all publications as approved by the School committee and required by the State Department of Education.

The School Committee Policy Book shall be made available for review to any person, upon request to the Superintendent's Office. Copies of said publications shall be placed in each of the five (5) Town Libraries and all school libraries. A nominal fee, not to exceed the cost of production, shall be charged to any person requesting a copy of one of the publications. This policy shall be included in all Student Handbooks.

R5/20/03

W.R.S.D. Policy Relating to Education

#P3311.31

Online Education Policy

The Wachusett Regional School Committee supports technology as a tool for learning and supports online education as a viable methodology for the delivery of direct instruction. Online education should provide an opportunity for students to accelerate the curriculum, to complete the curriculum and to provide learning opportunities in areas not available to the student due to scheduling conflicts or uniqueness of offering. Online education should also be promoted as a tool for staff development. Consideration for online education may include:

1. The course is not offered at the school;
2. Although the course is offered at the school, the student will not be able to take it due to an unavoidable scheduling conflict;
3. The course will serve as a supplement to attend instruction to those students who would be unable to attend classroom instruction;
4. Students who have been expelled from the regular school setting but who are eligible for continued educational services; or
5. In unique situations where there is consensus among student, teacher and administrative staff that, due to the differentiating needs of the student whether it be to accelerate and reinforce learning or for advanced learning opportunities, the student would require additional service.

Requests for taking online courses may come from the student, the teacher or the parent(s)/guardian(s). The school Principal, in consultation with staff, shall make the final determination as to the acceptability of the course and upon approval, shall fund the course from the school budget, subject to availability of school funds. Consideration by the Principal and school staff should include the educational workload of the student, the eligibility of the student to take such a course, equitable access and prerequisites.

Provision for monitoring and assessment of the progress of students who are provided with online learning opportunities should be included in the implementation plan. The school should establish standards and criteria of performance along with a mechanism of assessment for any student involved in the online educational program.

Students and parent(s)/guardian(s) should be made aware annually of this policy.

SUPPLIES / PROPERTY

All books and supplies used in school are the property of the W.R.S.D. Students should think of themselves as guests of the W.R.S.D. while using them and treat them with the same respect

that any guest would show for the property of the host. Students/parents or guardians are expected to pay for any damage or loss of books and supplies for which they are responsible.

CHILD FIND

The Wachusett Regional School District (WRSD) wishes to identify all children, ages three years to twenty-one years, who reside within the District, have not yet graduated from high school, and who are in need of special education and related services. Any child suspected of having a disability and believed to be in need of special education and related services may be referred to Administrator of Special Education Services, WRSD, Jefferson School, 1745 Main Street, Jefferson, MA 01522. (508 829-1670 x237).

Information Regarding Section 504 of the Rehabilitation Act of 1973

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

Further information may be obtained from your school's Principal or Gary Mitchell, the District's Section 504 Coordinator.

COMPUTERS

WRSD Policy Relating to Pupil Services

Student Internet Access

P6531

While the Wachusett Regional School Committee encourages the use of electronic communication to promote excellence in education, the School Committee also recognizes its responsibility to reasonably ensure the anonymity of its students using the District's Internet to ensure this goal.

- The District prohibits non-educational use of its network facilities, the Internet and Internet access.
- Access and the use of the District's Internet is a privilege, not a right, and access to it may be denied to students violating this policy.
- The District prohibits student use of "chat" lines without the permission and supervision of authorized professional staff members.
- The District shall limit student use of e-mail to District supervised programs.

Each school shall include within the handbook procedures, rules and responsibilities pertaining to student Internet access, which are age appropriate. The handbook shall also contain procedures on the following:

A. At the high school level

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

B. At the elementary school level

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

W.R.S.D. Policy Relating to Pupil Services
Student Publications

#P6515

Principal is editor of student publications.

W.R.S.D. Policy Relating to Education
Parent Notification of Sexuality Issues

#P3313.1

The Wachusett Regional School Committee supports the right of parent(s)/guardians(s) to exempt their children from any portion of the curriculum which involves reference to human sexual education or human sexuality issues. The District will notify parents regarding the presentation of curricula that involves those issues.

Parent(s)/guardians shall have the flexibility to exempt their children from any portion of the said curriculum through written notification to the school Principal. No child so exempt shall be penalized by reason of such exemption. In the event of such an exemption, a substitute assignment may be provided.

To the extent practical, the W.R.S.D. shall make the program instruction materials for said curricula reasonably accessible to parents, guardians, educators, school administrators and others for inspection and review.

W.R.S.D. Visitor and Volunteers

In addition, the W.R.S.D. was required as of February 25, 2003 to obtain criminal record checks on all perspective volunteers, and on existing volunteers periodically, but not less than every three years. Copies of Massachusetts General Law C6, 38R are available at any time in the Chocksett Main Office. It is the intention of the District to comply promptly with this statutory change and with your help, we can.

To this end, the District has available in all school offices, CORI forms for you to fill out and sign that will authorize the District to submit to the Criminal History Systems Board a request for a CORI report. Please know that the information obtained from the Massachusetts Criminal History Systems Board is held strictly confidential and is kept in a locked file cabinet in the Director of Administrative Services' office. In addition, the reports will only be reviewed by the Superintendent or the Director of Administrative Services.

Questions/concerns regarding this matter may be directed to:

Susan Sullivan
Director of Administrative Services
Wachusett Regional School District
Jefferson School
1745 Main Street
Jefferson, MA 01522
(508) 829-1670, x224

P6435
POLICY RELATING TO PUPIL SERVICES
WEAPONS

The Wachusett Regional School District shall prohibit possession and/or use of any kind of weapon; weapons will not be tolerated on school premises or at school-related or school-sponsored activities and events.

For the purpose of this policy, "weapon" includes, but is not limited to, firearms, knives, or any other devices, or objects used to inflict or to threaten bodily harm.

1. Any weapon found in a locker or other storage space which is assigned to a student and which has a lock or other security device may be considered to be the property of the student assigned to the locker or other

storage space for the purpose of disciplinary action under the Student Discipline Code. Any student found to be in possession of a weapon on school premises or at a school-sponsored event may be subject to expulsion from school by the principal.

2. Violations of this policy may lead to expulsion under the provisions of Massachusetts General Law Chapter 71 Section 37H. Procedures for enforcement shall be contained in the Student Discipline Code.
3. In addition to the school discipline indicated in the Student Discipline Code, provided in paragraph B., appropriate criminal action shall be undertaken in accordance with the provisions of Massachusetts General Law Chapter 269, Section 10.
4. The weapons policy and regulations shall be implemented in accordance with the due process provisions of the Massachusetts General Laws and the Code of Massachusetts Regulations of the Department of Education, and the Student Discipline code.

POLICY RELATING TO SCHOOL COMMITTEE OPERATION
DISTRIBUTION OF SCHOOL COMMITTEE PUBLICATIONS
P1523

The Wachusett Regional School District shall, in accordance with the Massachusetts General Laws and Department of Education regulations, provide all publications as approved by the School Committee and required by the State Department of Education.

The School Committee Policy Book shall be made available for review to any person, upon request to the Superintendent's Office. Copies of said publications shall be placed in each of the five (5) Town Libraries and all school libraries. A nominal fee, not to exceed the cost of production, shall be charged to any person requesting a copy of one of the publications. This policy shall be included in all Student Handbooks.

P8130

DISTRIBUTION OF NOTICES BY STUDENTS The Wachusett Regional School District shall permit only the distribution, via the students, of school and District related notices.

P6562

ALTERNATE STUDENT TRANSPORTATION

It shall be expected that bus students will go to and from school by the same means on a daily basis. A parent or high school student may choose an alternate mode of transportation over which the school system has no authority. Therefore, a choice to use an alternative form of transportation other than the school bus shall be at the risk of the parent and the student.

Procedures for requesting alternate transportation to and from school shall be contained in the student handbook. The high school student will be responsible to inform parent/guardian on taking a late bus or alternate means of transportation

K-8 students will be required to present written permission notice to the school from parent/guardian when using alternate means of transportation.

In case of emergencies, oral notification will be an acceptable alternative with the administration making a written record of the notification.

All high school students applying for a parking sticker and using a personal vehicle to transport other students will be required to carry personal liability insurance on the vehicle in the amount of \$100,000 - \$300,000.

ANNUAL NOTIFICATION LETTER TO STUDENTS AND PARENTS ON STUDENT RECORDS/INTERNET DISCLOSURE

P6910A

The Wachusett Regional School District shall:

1. Take all reasonable precautions to preserve the confidentiality of a student's records.
2. Make available for inspection all school records of a student upon request of the parent or legal guardian.
3. Make available for inspection all school records of a student upon his or her request provided that the student is fourteen (14) years of age or older or upon entering the ninth grade.
4. Disseminate, to parents and students, State Regulations on Student Records and this policy annually.

Regulations:

The State Board of Education has adopted Regulations pertaining to Student Records that are designed to ensure parents' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

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

The following is a summary of major parent and student rights regarding their student records:

Inspection of Record - A parent, or a student who has entered the ninth grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, the District may charge the parents/student for said copies at the District rate.

Confidentiality of Record - No individuals or organizations are allowed to access to information in the student record without specific informed, written consent of the parent, legal guardian, or student of legal age. Exceptions include only those state agencies that specifically authorized to request student information.

According to federal law, the District is required to release the names, addresses, and telephone listings of students to military recruiters and institutions of higher learning upon request for recruitment and scholarship purposes without prior consent. Parents and eligible students have the right to request that this information not be released without their consent by notifying their school building office in writing. At the beginning of each year, parents will be mailed a form to complete, indicating their choice to give or withhold their consent to release information.

The District Administration shall not release a student's social security number or date and place of birth to anyone except as required by law.

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction. WRSDC Policy 6910

Consistent with the Education Reform Act, the District will transfer a student's record to a new school outside of the Wachusett Regional School District without prior consent required from the parent or eligible student

Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

As required by federal law, the District is required to release the names, addresses and telephone listings of students to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes without prior consent. In addition, the District may release the following information about a student without prior consent: a student's name, address, telephone listing, date and place of birth, major fields of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, post-high school plans and directory information such as homeroom assignments. However, in all instances, parents and eligible students have a right to request that this information not be released without prior consent by notifying their school building office in writing by the end of September of each school year.

As of 1998 Massachusetts law (MGL Chapter 71, § 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, contact the building principal.

In reference to the Internet, use of a student's name, photo or samples of their work on the Internet or District web page must be in accordance with the Wachusett Regional School Committee Policy P6531 Policy Relating to Pupil Services Student Internet Policy, which requires prior written parental approval. School principals shall provide appropriate authorization and release to be executed by parent/guardian prior to release, publication or posting of such information.

A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office (FPCO) in the United States Department of Education (202) 260-3887. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

*In addition to state mandated testing of the MCAS, standardized testing using the Metropolitan Achievement Test occurs during April and May for students in grades 1-8.

All information in this notice complies with Massachusetts Student Records Regulations, The Family Educational Rights and Privacy Act, and Wachusett Regional School Committee Policies.
R5/20/03

P6650

CONFIDENTIALITY

The Wachusett Regional School District shall encourage communication between and among school personnel, students, and parents. The Committee recognizes that circumstances may arise when a student with a personal or medical problem may seek help from a member of the faculty or administration. In such instances, the Committee will respect the confidentiality of communications between student and a teacher, counselor, nurse, or administrator. However, it is not the intention of this statement of policy to encourage interference with parental or legal authority.
WRSDC Policy 6650

FIELD TRIPS INVOLVING LATE NIGHT OR OVERNIGHT TRAVEL

The Wachusett Regional School District encourages field trips, which enhance the students' educational experience. In accordance with Massachusetts General Laws, Chapter 71, Section 37N, if field trips involve late night or overnight travel, the following must be met:

A. Trip Approval Process:

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

B. Transportation

1. The use of vans or private automobiles for trips planned to include late night or overnight

student travel should generally be avoided. Should the use of vans be necessary for overnight travel, prior written authorization from the Superintendent and subsequent approval by the School Committee must be obtained. Such trips should generally use commercial motor coaches. No student drivers will be allowed at any time.

2. Trips planned to include late night or overnight student travel will involve pre-trip checks for companies, drivers, and vehicles. Companies must have liability insurance on drivers.
3. School officials will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The District should not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory".
4. The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the District to allow for verification of the subcontractor's qualifications.

C. Trip Scheduling

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

D. Fundraising

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

E. Student Supervision

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

cases, parents will be financially responsible for transportation home.

WRSDC Policy 3321.1

P4251

STUDENT ACTIVITY FEE SCHEDULE

The Wachusett Regional School Committee is committed to providing support to students for participation in activities throughout the region. An activity shall be defined as any discretionary or elective function or program. From time to time it may be necessary to establish fee schedules to support those activities.

Fees may be charged only for those activities in which the student is to participate. Money received from fees is to be used for stated purpose.

Established fee schedules should not exceed projected costs.

A sliding fee schedule may be established for students and family members participating in multiple fee charging activities within a school site.

Provisions are to be made for students unable to pay the fee.

Periodic report on funds will be submitted to keep the Committee and public apprised of student activity revenue and expenses.

Each school shall prepare and make available to Committee, parents and participants a financial plan, the previous end of the year revenue and expense report, a projected budget for the coming year, and a copy of the established fee schedule.

All fees received and distributed shall be administered through the District financial of Massachusetts General Law. WRSDC Policy 4251

TRAVEL AND STUDY ABROAD

The Wachusett Regional School Committee recognizes the educational value of study and travel abroad for the students in the District. The health and safety of the students participating in such travel or study shall be the first priority for any such school-sponsored trip.

During trips to other countries, students must follow District policies and school rules. In addition, students will be given instructions regarding expected behavior and laws in the countries to which they will be traveling. Students will be made aware of, and must adhere to, the criteria for participation in travel abroad to be published not later than the orientation meeting.

Travel agencies and providers shall be required to provide verification of background checks on all their employees, agents and host families who will have contact with the students. Any travel professionals who will be accompanying the school group will undergo a CORI check.

The provider or agency must be insured and provide certificates of insurance to the District. The provider or agency shall also provide to the District evidence of emergency procedures to be followed should the need arise during the trip. A system of regular communication with District administrators and parents shall be maintained throughout the trip.

The District shall develop and maintain emergency preparedness processes and a crisis response plan for all student trips abroad, a copy of which shall remain on file at the District office. The crisis response plan will be reviewed by the building principal/designee for appropriateness before each excursion. If necessary, changes may be made with the approval of the superintendent to better accommodate the intended destination.

Students shall not travel to countries which are under a travel warning advisory issued by the U. S. State Department. Students shall not depart from the United States if the U. S. Department of Homeland Security has elevated the terrorist alert level to "red."

All students and the parents or guardians of traveling students will be provided with an information session to be conducted by the District and the trip providers for the purpose of obtaining information concerning the trip, and providing an opportunity to ask any questions prior to the child's enrollment in the trip. Parents, guardians and students shall be provided with a trip itinerary at that time. This information session must be held prior to the collection of any trip deposit or down payment. A permission to travel form must be signed by the parents or guardians or emancipated students and presented at the time the down payment is made. This form shall contain appropriate language releasing the District from liability for circumstances arising during the trip which are beyond the control of the District. The parents or guardians or emancipated students must also provide the trip provider with a completed medical information form disclosing medications the student is taking and health conditions that may require medical intervention.

The District will only contract with agencies and trip providers who adhere to the "good practices" recommended by NAFSA: Association of International Educators (see, "Guidelines for Responsible Study Abroad: Health and Safety" at www.secussa.nafsa.org/safetyabroad/goodpractices).

