

Dear Parents and Guardians,

Welcome to Glenwood Elementary School and the Wachusett Regional School District. Our 2010-2011 handbook, Glenwood Elementary School's Official Programs and Policies Reference Guide, will assist you as you help your child adjust to his/her new surroundings and provide you with valuable information about the many services that the Glenwood Elementary School has to offer.

If you have any questions or concerns that have not been addressed in this handbook, please feel free to contact your child's teacher, Mrs. Siobhan Dennis, Assistant Principal, or myself.

Sincerely,
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Glenwood Elementary School
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Wachusett Regional School District Committee policies supersede the material contained in this handbook. A copy of the Wachusett Regional School District policies is available at the Glenwood Library, the Wachusett Regional School District Superintendent's Office located at the Jefferson School, 1745 Main Street, Jefferson, and online at <http://www.wrsd.net/schoolcom.htm>.

The student code of conduct, grievance procedures, sexual harassment policies, special education discipline policies, restraint policies and any other section of the student handbook will be translated into the primary language of a parent/guardian upon request.

The Wachusett Regional School District does not discriminate 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; further, no person will be excluded from or discriminated against in the admission to its public schools, or in obtaining the advantages, privileges and courses of study of such public schools on account of race, color, sex, religion, age, national origin, sexual orientation, or disability.

The School District, in complying with the laws of the Federal Government and Massachusetts, notifies you of this action and informs you that the coordinator for compliance at the building level is the school principal.

At the District level, the ADA (disability pertaining to non-students), Title VI and Title IX (race, color, sex, religion, age, national origin, and sexual orientation Coordinator is Susan Sullivan, Director of Human Resources, WRSD, 1745 Main St., Jefferson, MA 01522, 508-829-1670

At the District level, the ADA and Section 504 (disability pertaining to students) Coordinator is Nancy Houle, Ph.D., Supervisor of Pupil Personnel Services, WRSD, 1745 Main St., Jefferson, MA 01522, 608-829-1670

Notice of Procedural Safeguards (formerly titled "Parent's Rights Brochure") can be accessed at <http://www.doe.mass.edu/sped/prb/>.

The student code of conduct, grievance procedures, sexual harassment policies, special education discipline policies, restraint policies and any other section of the student handbook will be translated into the primary language of a parent/guardian upon request.

If you would like a translated copy of this handbook please contact the main office of Glenwood Elementary School at 508-886-0399.

Portuguese/Português

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

Spanish/ Español

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

French/ Français

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

German/ Deutsch

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

Russian/Русско

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

Korean/한국어

너가 번역되는 이 소책자를 필요로 하면, 너의 아이 학교의 본사를 접촉하십시오.

Chinese/汉语

如果您需要这本小册子被翻译，请与您的儿童的学校大会办公处联系。

Japanese/日本語

翻訳されるこの小冊子を必要とすればあなたの子供の学校の主要なオフィスに連絡しなさい。

Hindi/ihndi

Agar Aapka yah puistka ki Anauvaaidt AavaSyakta ho tba kRpyaa Apnao baccao ko ivaValaya ka mau#ya kayaa-laya sampk- kiryao .

Polish/Polski

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

Greek

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

Italian/Italia

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

Arabic

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

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1. Wachusett Regional School District Committee

The Wachusett Regional School District Committee, elected by the citizens of Holden, Paxton, Princeton, Rutland and Sterling, is directly responsible to the Massachusetts Department of Education for the operation of the District's Schools in accordance with State Laws and Department Regulations, and to the citizens of the District for the quality of the educational program and responsible stewardship of the District's financial resources.

The Wachusett Regional School District Committee is the policy-making body and has the final authority in all matters relating to the schools. The School Committee determines policy and enacts business only when meeting as a committee in a legally called meeting.

The Wachusett Regional School District Committee recognizes that every child is entitled by law to a free public education designed to meet his or her needs and potential. The Committee recognizes its responsibility to provide an educational environment that will:

- Encourage equal opportunity for intellectual and creative growth for all children.
- Encourage opportunities for physical and emotional growth for all children.
- Encourage opportunities for independent and responsible thought and action on the part of all students.

2. Organizations

2.1. School Improvement and Modernization Council (SIMCO)

The SIMCO is an organization providing an opportunity for teachers, parents, students, and members of the community to become informed and actively participate in the educational process at Glenwood Elementary School. Included in this group are parent, teacher, and community representatives. The council meets monthly to advise and assist the principal in the following areas:

- Setting goals for the school.
- Identifying students' educational needs.
- Reviewing the school building's budget.
- Preparing the school improvement plan.

All meetings are open to the public and parental attendance is encouraged. Notices regarding times and locations of meetings are typically sent home in Communication Envelopes the week prior to each meeting.

2.2. Glenwood Parent-Teacher Organization (P.T.O.)

The Glenwood P.T.O. is a service organization whose main function is providing educational materials and social and cultural events, which will be of mutual benefit for parents, teachers, and children. It promotes a closer working relationship between home and school by encouraging volunteers to participate at school and P.T.O. events.

One of its functions has been to raise funds for enrichment programs, field trips, equipment, and family programs and events. Officers are elected annually and consist of president (or co-presidents), vice president (or co-vice presidents), secretary, and treasurer. Members volunteer to coordinate or assist at events during meetings or through sign-up sheets.

Anyone who is interested in the Glenwood Elementary School is cordially invited to join the Glenwood P.T.O. meetings, which are held monthly. Notices regarding times and locations of meetings are typically sent home in Communication Envelopes the week prior to each meeting. For more information about the Glenwood PTO, log into their website at www.glenwoodpto.com.

3. School Health Issues

Students who become ill or injured will be directed to the school nurse, Ms. Chris Lawton, (ext. 231) for assessment, evaluation, treatment, and/or referral. If the nurse is not available, students are to report to the office. Students are not to leave the building without authorization. Parents will be notified when a child must be sent home. If the parent cannot be contacted, the person indicated on the Emergency Card will be called. It is imperative that the Emergency Card be completed annually and updated as necessary.

3.1. Confidentiality (WRSDC P6650)

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.

3.2. School Immunization Law

In accordance with Chapter 76, Section 15, of the General Laws of Massachusetts, parents/guardians of students must provide documentation of immunizations or have on file a religious or medical exemption.

3.2.1. Immunizations

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

3.3. Physical Examinations

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

3.4. Mandated Screening Programs

Students in grades K through 10 are tested for various parameters annually according to the chart below. Postural screening for scoliosis is done by the school nurse with assistance from the physical education staff. Parents will be notified if screening procedures identify possible problems.

Grade	Weight	Height	Vision	Hearing	Scoliosis
Kindergarten	X	X	X (at registration)	X (at registration)	
1	X	X	X	X	
2			X	X	
3			X	X	
4	X	X	X	X	
5			X	X	X
6	X	X			X
7	X	X	X	X	X
8	X	X			X
9	X	X			X
10			X	X	

3.5. Contagious Conditions

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

It is suggested that if your child is placed on antibiotics, he/she remain at home for the first 24 hours and/or follow physician's orders. Children having a fever should remain at home until their temperature is within normal range for 24 hours.

3.6. Temporary or Permanent Exclusion from School Activities/ Physical Education

Students are expected to participate in all activities of the school program including recess and physical education. If, for health reasons, a child must be excluded for a temporary time from any activity, written verification from parents is required. For a long-term exclusion, a physician's note is required.

3.7. Administration of Medication

The policy for the administration of medication in school is designed to protect the health of the child and the rights of the staff. The following policy and procedure will be followed for administering any medication during school hours. This includes both prescription and over-the-counter drugs. If the medication to be administered falls under the classification of "psychotropic drugs", Guidelines of Massachusetts General Law, Chapter 71 Section 54B, will be followed.

ALL medications (prescription and non-prescription), medication shall be administered by the school nurse provided that:

- The school nurse has on file the "Physician Medication Order/Parent Consent Form" properly completed by the physician. This form states the type of medication and the frequency with which to give it. This form must also be signed by the parent/guardian. Parental permission alone is not acceptable.

- The "Physician Medication Order/Parent Consent Form" must be updated by the physician and parent whenever the medication is changed. All medication should be properly safeguarded in the nurse's office.

3.8. Procedure

The nurse shall have the right, with just and reasonable cause, to refuse the administration of medication.

No child is to transport medication to or from school. All medication must be brought to and from school via the parent or other responsible adult. However, in the case of self-medicating students, students may transport and self-administer upon completion of a written agreement between the parent and the nurse.

All medication must be submitted in the original pharmacy container with the label intact. Cough drops and lozenges are prohibited in elementary and middle schools according to Wachusett Regional School District policy.

The *Physician Medication Order/Parent Consent Form* may be copied from this handbook or picked up from the Nurse's Office at the Glenwood Elementary School.

3.9. Medical Emergencies

In the event of a life-threatening or serious injury or illness, an attempt will be made to contact the parent or guardian. Emergency Medical Services will be contacted for their assistance, and the student will be transported to the appropriate medical facility for treatment.

3.10. Accident Insurance (WRSDC P6616)

The Wachusett Regional School District sponsors a student-participation insurance plan. Brochures describing the plans available are distributed to all students during the first week of school. The Wachusett Regional School District shall require each student participating in intramural and/or athletic teams to provide evidence of an active Accident

3.11. Eye Protection (WRSDC P6613.1)

The Wachusett Regional School District shall require that students, teachers, staff members, and visitors wear protective devices in accordance with Section 55C, Chapter 71 of the General Laws.

4. School Cancellation and Delayed Opening Announcements

School Cancellation and Delayed Opening announcements will be aired on the following radio/television stations beginning at approximately 6:15 a.m.:

WTAG 580 AM	WFTW 1440 AM	Channel 4
WNEB 1230 AM	WSRS 96.1 FM	Channel 5
WEIM 1280 AM	WAAF 107.3 FM	Channel 7
WORC 1310 AM		

During the winter months, bad weather occasionally makes it necessary to delay the opening of school. Delayed openings will be announced on the radio or television stations or website mentioned above.

If the announcement is for a delayed opening, students or their parents should continue listening to these radio stations for further announcements, in case we change to no school all day. Delays could be up to two hours. Delayed openings do not affect dismissal times.

In an emergency such as a loss of water or boiler breakdown, school may be dismissed earlier than the regular closing time. Additionally, the “Club House” is sometimes cancelled due to weather conditions. Parents should be certain that all Unanticipated Early Dismissal/Cancellation of After School Program Forms are kept up to date, and should inform their children as to what they should do in case of early dismissal. These forms are distributed for completion at the beginning of the school year; if changes need to be made during the school year, parents should contact the school secretary.

Because of requests from the radio stations, we strongly emphasize that no one call the stations or town officials for school cancellations. There will be announcements aired at the times mentioned above if school is cancelled, delayed in opening, or dismissed early.

5. Attendance

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months.

Education requires good attendance in order to reap its fullest reward. It is imperative that your child has good school attendance. Any day missed splinters the educational sequence which affects school attitudes and overall progress; however, children who are sick and cannot function well should be kept at home.

If your child is going to be out of school for the day, please call the school at 508-886-0399 and leave a message at any time. This is informational as well as a safety check.

5.1. Absence, Tardiness, Early Dismissal

A note is required after a child has been absent, when he is tardy, or when the parent desires the child to be dismissed early.

5.2. Late Arrival Policy

If a pupil arrives at school after 9:10 a.m., he/she must proceed to the Main Office accompanied by a parent/guardian where a tardy slip (which will be presented to the teacher by the pupil) is issued.

5.3. Early Dismissal Policy

Early dismissal (before 3:40 p.m.) of pupils can be arranged through the office. Please see that your child brings a note stating reason for dismissal and the time he/she is to be dismissed. The child should then be picked up at the office at the early dismissal time. If a parent wishes to pick up a child at the regular dismissal time, please send a note with the child in the morning. Please do not call for dismissal except in the case of an emergency.

5.4. Before School Drop -Off

- Students should not be dropped off prior to 8:55 a.m.
- Vehicles should enter school property and proceed to the entrance at the rear of the building, and wait until they are the first vehicle in line pulled up to the entrance.
- A faculty member will open the doors at 8:55 a.m., and students may begin to disembark, one vehicle at a time.
- Vehicles should then proceed off the property by continuing around the building and exiting up the main driveway.

5.5. Dismissal Time Pick-Up

- All pick-ups at dismissal time (including the Recreation Department's "Club House Program") should be at the rear of the building.
- **DROP-OFF:** Vehicles should enter school property and proceed to the entrance at the rear of the building. Parents must accompany their child/children into the cafeteria drop off children with childcare workers.
- **PICK-UP:** Vehicles should enter school property and proceed to the entrance at the rear of the building. Parents must enter the building, sign out their child/children, and exit the building together via the rear of the building.

5.6. Alternate Student Transportation (WRSDC P6562)

The school will not dismiss your child to another person unless advised to do so by you in writing; this is done at the discretion of the principal.

Children will not be allowed to go home with another child without a written note from a parent. Convenience bussing is not allowed. In cases of day care, consideration will be given providing space is available.

If children are to be sent home by other than normal means, a note is required.

5.7. Vacations during School Time and Make-up Assignments

Family trips/vacations should not be taken when school is in session; they should instead coincide with school vacation periods. As per the Massachusetts Department of Elementary and Secondary Education (DESE), students who are absent for reasons other than medical ones for the MCAS testing will be recorded as "failing" the test and the school's test performance record will be affected accordingly.

The DESE further points out that students who are absent from school for reasons other than illness or family emergency are "truant." As per the DESE, schools are not required to plan for work for student absences other than illness or family emergency or to make up instruction or work for students who are absent for other reasons.

Students who have been absent or who are doing poorly in a subject must assume the responsibility for making up work. If a student is absent for illness or family emergency for a prolonged period of time,

he/she will be given an adequate amount of time to make up the work missed. Upon return to school, a student who is absent for any other reason will have one day for every day of absence to make up and submit all work missed during the absence.

It is recommended that parents request class assignments for a sick child to work on at home if absence exceeds more than one day. These assignments can be picked up in the school office. This can prevent a child from being overwhelmed by having to make up missed schoolwork while trying to keep up with current assignments when he/she returns to school.

Please avoid scheduling vacations or appointments during testing. The MCAS testing schedule is determined by the State of Massachusetts and notification will be sent home as soon as possible.

6. General Information

6.1. Media Center

The library has reading and reference materials and is used for story hours and library instruction. Children are allowed to take up to two books at a time for a period of up to two weeks. It is the responsibility of the children to see that the books are properly taken care of at home, or while in their possession. There is a charge for lost books; see page for more on "Care of School Books."

6.2. Art

There is a dual philosophy to the art program:

Art stands alone as an important basic educational area in its own right.

Art is an important integrating force with respect to other subject areas such as, reading, math, science, and social studies, and emphasis is placed on one or more objectives at a time. Students will learn techniques and concepts as well as hands-on experience working with different materials.

6.3. Music

As with art, music has a dual philosophy to its approach:

A comprehensive and sequential music education stands alone in its own right. Music is one of the ways in which children are known to learn; it helps them develop multicultural understanding and the skills needed for reading, writing, and listening. Experience in listening to a wide variety of music is provided along with musical programs, as scheduling allows, and recorder lessons are taught in grade three.

6.4. Physical Education

Classes are scheduled out-of-doors in good weather and in the gym during periods of cold and inclement weather. The program provides a range of activities allowing for all the children to participate, both as individuals and as part of a team.

Sneakers are a must for gym classes. As for other dress, the children wear their regular school clothes. It is recommended that clothing be able to provide full freedom of motion without exposing skin. Wear a belt if necessary. Low hanging pants, tank tops, and shirts that expose skin when arms are raised overhead should be avoided. A sweatshirt or jacket is recommended for outdoor physical education.

6.5. Chapter 766

Chapter 766 is a Massachusetts Law that became effective in September 1974. It is designed to assist individuals between the ages of three and twenty-one with identified disabilities who require specialized instruction.

For further information, please contact the school psychologist.

6.6. Student Assistance Team (SAT)

The Student Assistance Team is composed of an administrator, the school psychologist, and the referring teacher. Other staff may be asked to participate as well. The purpose of SAT is to help when challenges arise with either academic learning or inappropriate behavior. The Team makes recommendations for classroom accommodations or additional assessment. If accommodations are recommended, it reconvenes at a later date to assess the effectiveness of those recommendations. Referral to SAT does not mean an automatic referral for special education evaluation. Parents will be notified about the recommendation to SAT, but their involvement is not required at this level of intervention.

6.7. Resource Room

The Resource Room Program offers support for children with identified disabilities who have difficulty learning in the regular classroom. Resource room teachers receive support from several instructional aides and coordinate the evaluation of students who are experiencing learning problems. In addition, they occasionally conduct individual and small group classes and often prescribe specific learning approaches to be used by regular classroom teachers with whom they sometimes co-plan and co-teach classes.

6.8. Speech and Language Therapy

Students with speech, voice, and language difficulties may receive services as indicated by an Individual Educational Plan (IEP). A speech and language therapist is available to work primarily with children who have been evaluated under special education laws.

6.9. Home Tutoring

Home Tutoring is available for extended student absence due to illness and/or serious injury, or for children with a Chronic Illness Plan. Parents needing this service should contact the school psychologist.

6.10. Report Cards/Progress Reports

Report cards are issued four times a year: November, January, April, and June. Final report cards and progress reports (grades 3- 5) will not be issued until the last day of school. Parents wishing report cards to be mailed home must provide a stamped, self-addressed envelope.

6.11. Parent/Teacher Communication

Parents and teachers may communicate effectively in a number of ways (e.g., phone, letter, e-mail, etc.). However, as a result of a need/concern/issue, a parent or teacher may request a conference to discuss the issue. Parents and teachers should arrange for such a meeting at a mutually convenient time contiguous to the school day. Voicemail may be left for individual teachers by calling the main number.

6.12. Audio, Video, and/or Stenographic Recording of Meetings (WRSDC P3813)

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

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

6.13. Radios, Cell Phones, Messaging Devices, Other Electronic Devices, Etc.

Students may not bring cell phones, messaging devices, portable radios, CD players, MP3 players, IPOD's, or other devices using headphones, or similar items to school because they disrupt the educational process. Exceptions to the rule may be made only when items in question are used for classroom activities and when administrative approval is obtained. Laser pointers are not allowed at school and will be confiscated. Inappropriate use of laser pointers will be considered a violation of the weapons policy.

6.14. Homework

Parents who wish to give valuable assistance to the education of their child can do so by encouraging him/her to take pride in preparing and turning in neat and carefully completed assignments. The teacher should merely have to check the paper for accuracy.

The following is an average amount of time a child should be spending on homework daily. Some children will need more time to complete certain assignments, and from time to time, assignments will be more extensive. If parents have any questions, they can contact the child's teacher via a note.

Grade 3	45 minutes
Grade 4	45 minutes
Grade 5	60 minutes

If the homework is incomplete after a serious attempt has been made over this period of time, the parent should write a note to the teacher stating the amount of time spent and that the homework was seriously attempted although incomplete. If any emergency arises, and your child is unable to complete his/her homework, please write a note to the teacher. In order to assure the teacher's notification in either of the above cases telephone messages will not be accepted. It must be a note. However, this does not excuse the student from completing the assignment the following evening. Other out-of-school activities do not constitute a reason for a student being excused from completion of homework.

If a notice from the school that requires a parent/guardian's signature gets misplaced, a note from the parent/guardian stating that the information was reviewed will be accepted in lieu of the parent signature slip.

6.15. Student Transfers

Please inform us if you are moving, and let us know the last day (date) that your child will attend Glenwood Elementary School. We will also need your new address and the name of the next school your child will attend. Certain release forms must be signed by the parents so that school records may be forwarded to your new school. Your child will need a transfer card to present at the Principal's Office at the new school. Records will not be given to parents for transit, but will be sent to the school upon request.

7. Miscellaneous Information

7.1. Financial Assistance

Occasionally, money is collected from students to cover expenses related to field trips, special programs, etc. Financial constraints should never prevent participation of students in educational programs of the school. Any family needing assistance in this regard should contact the principal and all such contact will remain confidential.

7.2. Hot Lunch Program

Hot lunches, including milk, are available throughout the year. For those wishing to bring a cold lunch, milk is available. A child may buy more than one carton if he/she chooses. Alternate sandwiches and salads are also available. Annual lunch and milk fees shall be provided at the start of the school year.

Hot lunches begin the first day of school.

7.3. Free/Reduced Hot Lunch

Free hot lunch or partial payment is considered under special request. Forms for this will be sent home to parents the first week of school. The forms must be filled out completely in order to be processed. As financial situations do change, these forms are always available at the office.

7.4. Snacks During Recess

Snacks may be eaten prior to or after outdoor recess. If snacks are purchased from the cafeteria for recess, students may not open or eat them until they return to the classroom. Gum chewing is not allowed at any time at Glenwood Elementary School or on the school bus. Eating is also not allowed on the school bus.

7.5. School Evacuation/Critical Incident Drills

The Rutland Fire Department conducts school evacuation drills regularly to ensure the safety of all persons in the event of fire, disaster, or critical incident. Students are instructed to understand signals, find the nearest exits, use proper procedures for leaving the building, locate assigned areas in which to assemble, and to use proper procedures for returning to the building.

7.6. School Bus Evacuation Drills

School Bus Evacuation Drills are held twice annually in conjunction with the school bus contractor, Police Department Safety Officer, and the Registry of Motor Vehicles.

7.7. Personal Attire

We take pride in the appearance of our students; consequently, we expect them to dress and groom themselves neatly in attire suitable for each school day.

Hoods, bandannas covering the full head, and hats/caps, except those worn in relation to required religious practice or with prior Administrative approval, are not acceptable attire within the school building.

Clothing or footwear that presents a safety hazard, such as in time of evacuation and on the playground, will be strictly prohibited. Shoes or sandals should have either a strap around the heel or a large strap across the instep; the child must be able to wear them safely. Flip-flops and high heels are not acceptable.

Any apparel that makes reference to drugs, alcohol, tobacco, sex, profanity or violence or apparel with offensive words or pictures are not considered appropriate school attire.

In grades 3-5, the following are not acceptable school attire during school and school activities:

Spiked bracelets or necklaces, “choker-style” necklaces, wallet chains, any chain worn as a belt or worn around the neck that may cause injury or do bodily harm.

Items that are distracting, revealing, or educationally disruptive (including sunglasses, mesh, see-through clothing, bare midriffs, running shorts, “hot pants”, tank tops, spaghetti straps [a two-inch strap width is a good rule of thumb], “low rider” slacks, muscle shirts, and short shorts). A good rule of thumb for shorts is that when students extend their arms at their sides, the shorts should approximate the tips of the fingers.

The administration reserves the right to determine the appropriateness of clothing. Students who dress in a manner, which is not appropriate to the school setting may have to wait until a parent is contacted to arrange for appropriate clothing to be delivered to school before the student can rejoin the academic setting.

7.8. Bicycle/Scooter Policy

Children in Grades 4 and 5 are allowed to ride their bicycles or scooters to and from school but are not allowed to ride or play with them on school grounds during school hours. The students should walk the bicycle or scooter to and from the proper area (i.e., bicycle rack). The privilege of riding bicycles to school will be taken away at any time if the child does not follow safety procedures or is being harmful to other students. State law requires all children below the age of sixteen wear a helmet while riding. Students will not be allowed to ride a bicycle or scooter home if they are not wearing a helmet. Bike/scooter riders will be dismissed after traffic has cleared. Bikes and scooters must be walked off school property. For safety reasons, children should refrain from riding bikes or scooters during inclement weather.

7.9. Parties/Recognitions

Brief parties are held for some holidays. Occasionally teachers will arrange for other parties for a special occasion. Parent volunteers and teachers organize refreshments for these parties.

Birthdays may be recognized at the discretion of both the teacher and the parent. Due to the number of food allergies present in school, parents are encouraged to send in non-food items for their child's birthday recognition. For example, special pencils, erasers, or small post-it pads are items that students would treasure much longer than a cupcake. Please make arrangements with your child's teacher before sending in any items for birthday recognition.

7.10. Gift Giving

Students may donate gifts that supply the classroom or school with items such as markers, glue sticks, books, etc. in lieu of personal gifts to mark any occasion. Books may be donated to the school library.

7.11. Lost Articles

The school will not assume responsibility for any items brought to school by students that are lost or stolen. A Lost and Found Table is maintained at the school. Unclaimed clothing will be donated to Good Will once a month.

Pupils are encouraged to turn in any article found to the Lost and Found Table. Items coming to school, including lunch boxes, book bags, coats, hats, boots, and mittens should be clearly labeled with the student's first and last name.

7.12. Care of School Books

Schoolbooks, textbooks library books, etc. are loaned to students. The student is responsible for the care of these books and must pay for any which are lost or damaged. Textbooks are to be kept covered at all times as directed by the classroom teachers.

Books that are lost or damaged must be paid for in total, including shipping costs. Final report cards may be withheld at the discretion of the principal if such books are not paid for in full.

7.13. School Telephone

Students will be permitted to use the telephone with permission of the teacher, the school secretary, or the principal.

Students will not be called to the telephone except in a case of an emergency. Similarly, messages to students will be delivered in an emergency.

7.14. Student Photographs

As a service to parents, school photographs are taken annually (usually in the fall) at all grade levels. Information regarding fees and packages available is typically sent home prior to photographs being taken.

7.15. Wachusett Regional School Committee Policy on Students Publications (P6515)

The Wachusett Regional School Committee recognizes and supports student publications and other literary activities that give students an experience in journalism, but the District must maintain a level of

objectivity deemed to be in the best interest of the communities. To this end, the following procedures have been drafted and put into effect:

- No school publication will accept advocacy or advertising that is political, religious, or discriminatory in nature.
- All advertising is subject to review and approval by the principal or a designee relative to content and appropriateness.
- Final editorial control and approval of all materials intended for publication are the responsibility of, and may be subject to the approval of, the school principal.
- The Student Publications policy shall be referenced in the student handbook.
- A statement indicating the editorial control by the school principal regarding all advertising will be included on order forms or other similar correspondence.

7.16. School-to-Home Communication

School-related and group-sponsored notices are periodically sent home with the students, but school-related notices such as the school newsletter, notices from the Glenwood P.T.O., notices from the principal, are sent home as the need arises.

To the extent possible, school-wide notices are sent home on a weekly basis to each family through the youngest Glenwood student in the family. At the beginning of the year a day of the week is announced as Communication Day. All school-wide notices are sent home in a Glenwood Communication Envelope on this day. The Communication Envelope should be returned to the school on the following school day.

7.17. Field Trips

There are two types of field trips:

Classroom - These field trips are planned in conjunction with an area of study and may be walking or bus trips.

General - These field trips are planned to include more than one class and are generally bus trips.

All field trips are chaperoned by classroom teachers, parents, and sometimes other staff.

7.17.1. Field Trips Involving Late Night or Overnight Travel (WRSDC P3321.1)

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:

7.17.2. Field Trip Approval Process

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).

- The approval process will be completed prior to engaging students in fundraising activities or other preparations for the trip.
- 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.

- 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.
- 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.

7.17.3. Transportation

- 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.
- 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.
- 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.”
- 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.

7.17.4. Trip Scheduling

- Overnight accommodations will be made in advance with student safety and security in mind. Hiring independent security is recommended when appropriate.
- Field trips during school time must meet the Massachusetts Department of Elementary and Secondary Education Time on Learning requirements.
- 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 a.m. is prohibited.
- If majority of students of a particular class are participating in a field trip, the school will provide appropriate substitute activities for any students not participating.

7.17.5. Fundraising

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

7.17.6 Student Supervision

- Students shall be accompanied by a sufficient number of chaperones, taking into account trip scheduling and logistics. All chaperones, including parents and volunteers, must have a current CORI/criminal record check on file with the Wachusett Regional School District's Superintendent's Office. Faculty and staff of the school will serve as chaperones whenever possible.
- A chaperone must always be present whenever students are on the bus.
- 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.
- When away from school, all school rules will apply to the trip.
- 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.

7.18. No Smoking Policy

As required by Massachusetts Education Reform legislation, smoking is not permitted by any person at any time, anywhere on school property (building or grounds).

7.19. WRSD Policy (6631) Relating To Pupil Services Non Discrimination

The Wachusett Regional School District does not discriminate 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; further, no person will be excluded from or discriminated against in the admission to its public schools, or in obtaining the advantages, privileges, and courses of study of such public schools on account of race, color, sex, religion, age, national origin, sexual orientation, or disability.

The Wachusett Regional School District, in complying with the laws of the Federal Government and Massachusetts, notifies you of this action and informs you that the coordinator for compliance at the building level is the school principal.

At the District level, the Title VI and Title IX Coordinator is:

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

At the District level, the Section 504 (disability) Coordinator is:

**Director of Student/Information Services
Wachusett Regional School District
Jefferson School
1745 Main Street
Jefferson, MA 01522
(508) 829-1670**

Also found in this handbook is a Grievance Procedure. The purpose of this grievance procedure is to allow any citizen to be heard and recorded regarding any complaints or violations of this policy.

Wachusett Regional School District Grievance Procedure for Title VI, Title IX, and Section 504 (Federal Laws and Chapter 622 [State Law])

7.20. Statement of Definition

A grievance is any alleged violation of the Wachusett District School Committee Policy on Non-Discrimination (P#6631) 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.

7.21. 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.

Step #4: An aggrieved party, if not satisfied with the decision of the school committee, may refer the case to the 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).

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.

8. Code of Conduct

Refer to page for WRSD policies regarding Behavior and Discipline.

8.1. Introduction to Glenwood Elementary School Community Pledge

To ensure a good social and educational climate, it is important for each student to understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of a teacher to teach and the right's of a student of learn.

A student is reminded that any teacher or staff member in our school has the right to correct any unruly individual at any place and at any time.

The Glenwood Elementary School Community Pledge:

- I will walk quietly in school.
- I will treat others with kindness and respect.
- I will respect school property and the property of others.
- I will keep others and myself safe.
- I will cooperate and always do my best work.

Teachers will have the rules and their consequences posted in their classrooms. They will explain the rules and consequences to their students. If a student is sent to the Principal's office, one or more of the following actions may be taken:

- Hold a discussion with the student and/or teacher.
- Request the teacher to contact parent by telephone, email, or letter.
- Stay after school for detention.
- Require a written assignment from a student.
- Personally contact the parent by telephone, email, or letter.
- Hold an in-school conference with the parent, teacher, and student.
- Require that the student be suspended in school.
- Require that the student be suspended from school.

8.1.1. Other

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive.

A student may be disciplined or suspended for any of the following violations:

- Possession, transmission, and/or use of tobacco, drugs, or alcohol.
- Insolence, disrespect, or insubordination.
- Use of inappropriate language.
- Fighting.
- Rowdy behavior such as pushing or shoving at recess or in the school.
- Leaving the classroom, school activity, or school without permission.
- Class tardiness or truancy.
- Vandalizing, damaging, or stealing school or private property.
- Threatening, bullying, or causing bodily harm to any person.

At the Principal's discretion, a student may be assigned to either an in school or an out of school suspension.

8.2. Tolerance (WRSDC P6436)

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

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

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

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

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

8.2.1. Disciplinary Action related to District Tolerance Policy may include any/all of the following:

- Parent notification.
- Verbal reprimand by person in authority and/or removal from activity.
- Loss of recess/removal from playground.
- Loss of multiple recesses.
- In-school suspension.

8.3. WRSD Policy (6621) 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.

8.4. Wachusett Regional School District 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

<p><u>Misbehaviors</u> Misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"> • Talking too loudly • Failure to stay seated • Littering on the bus • Tampering with the possessions of other passengers 	<p><u>Consequences</u> The bus driver may address the misbehavior:</p> <ul style="list-style-type: none"> • Verbal warning issued to student • Assign seats
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LEVEL 2

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

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

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

8.4.1. Disciplinary Procedures:

- The bus driver will submit a written complaint to the school principal.
- A disposition form will be sent to the parent/guardian for signature.
- Parents/guardians will be notified prior to bus suspension.
- The administration reserves the right to consider extenuating circumstances in determining disciplinary consequences.
- Serious violations will be treated accordingly.

8.4.2. WRSD Policy (6562) Relating to Pupil Services 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.

8.5. Sexual Harassment

In compliance with federal law and the laws of the Commonwealth of Massachusetts, it is the policy of the Wachusett Regional School Committee to provide an educational and work environment free of sexual harassment. Refer to page for additional information regarding this subject.

8.6. Special Education Discipline

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

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

8.7. In-School Suspension

The student will be isolated from the student body under the supervision of the administration. Students will be expected to complete assignments given by the classroom teachers. The amount of suspension time may range from one class to five days and may include recess and lunch.

8.8. Out-of -School Suspension Exclusion/Expulsion and Due Process

In certain circumstances, it may be necessary to suspend students from attending school. These instances involve serious disruptions of the school community or when other forms of discipline do not appear to be effective. For the duration of an out-of-school suspension, students may not visit the campus or attend any school-related events. At the conclusion of an out-of-school suspension, a student's parent(s) or guardian must make an appointment with an administrator to reach agreement on conditions for the student's readmission to the Wachusett school community.

8.9. Exclusion/Expulsion

Exclusion/expulsion will be used as a disciplinary measure in extreme and chronic behavioral situations, such as possession and/or use of weapons assault, sale of an illegal substance, use of an illegal substance, or other serious offenses.

8.10. Disciplinary Due Process

SHORT TERM DISCIPLINARY SANCTIONS: A student will be given oral notice of the offense with which he/she is charged and an opportunity to respond prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) consecutive school days or less. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

2. **LONG TERM DISCIPLINARY SANCTIONS:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (Principal/School Committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the Committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2

3. **STUDENTS WITH DISABILITIES:** Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Director of Special Education.

8.11. WRSD Policy (6435) Relating to Pupil Services Substance Abuse

The Wachusett Regional School District prohibits the use of alcohol, illegal substances, and the improper use of harmful substances.

The possession, use, transmittal, serving, or consumption of any alcoholic beverage, illegal/harmful substance on school property, and/or at any school-sponsored activity is prohibited. Violations of this policy shall result in appropriate action as set forth in the Student Discipline Code.

Further, any student may be barred from a school-sponsored activity if there is reason to believe he/she has been drinking alcoholic beverages or using illegal substances prior to his/her attendance at or participation in said school-sponsored activity. Students may be required to submit to a Breathalyzer test prior to participation in school-sponsored events. Any staff member with knowledge of alcohol or harmful drug use or the carrying of harmful substances on school grounds or at school-related events shall notify the principal or the superintendent and the appropriate legal authorities.

The District shall provide full cooperation with legal authorities.

8.12. WRSDC Policy (6435) 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.

8.13. Procedures at Glenwood Elementary School

Drug and Alcohol Related Incidents will be dealt with as follows:

A student asking for help:

- Parents will be involved and, if they so desire, school personnel will work with the student and the parent to resolve the problem.
- In-house or community services will be explored for possible assistance.

A student suspected of using drugs or alcohol within the school:

- If there is cause to suspect that the student is under the influence of a drug or alcohol, the principal shall inform the parents, a conference will be held, and the principal may suspend the student up to five (5) days.
- Police will become involved at this point on an informal basis.

- A student present where a drug or alcohol is found.
- If, in the judgment of the principal, the student was aware of the presence of drugs or alcohol, the parent shall be notified.
- Suspension is at the discretion of the principal (up to five [5] days).
- Notification of the problem shall be made to the police.

A student in possession of a drug or selling a drug on school property or at a school function:

- The student shall be referred to the principal or to his/her designee.
- Parents will be notified immediately.
- Police shall be notified immediately and provided with the necessary information in order to determine if the material is an illegal substance.
- The student shall be suspended and referred to the Superintendent for further review and action he deems appropriate.
- This may include further suspension and/or expulsion.

A student in possession of alcohol:

- Parents shall be informed.
- Student shall be suspended up to five (5) days.
- Police will be informed of an alcohol problem on an informal basis.

9. Glenwood School Safety and Security Plan

9.1. Access to School Building

- Only the front entrance will be unlocked during the day.
- All visitors must report to the office upon entry. Signs will be located at all entrances to alert visitors to this request.
- School volunteers will report to the office, sign in and receive an identification badge.
- Unscheduled visits to classrooms are prohibited without authorization from school administration.

9.2. Safety in Classrooms

- Fire doors will be kept closed at all times.
- Evacuation plans will be clearly marked and routes to egress will be clear and accessible.
- Each classroom will have an individual monitoring system for students entering and leaving the room.

- Student daily attendance will be monitored at the start of each school day and parents of absent children will be notified.

9.3. Safety in Hallways

- Students are expected to walk at all times in the hallways. Running and “speed walking” are not allowed in order to maintain maximum safety.
- Teachers will be located in classroom doorways at arrival and dismissal to supervise hallway and classroom conduct.
- Groups of students (e.g., gym, art, and music classes) will be supervised by an adult when moving between classes.
- An adult will supervise all bus lines through the building, outside and on to the bus to ensure safe loading.

9.4. Safety on School Grounds

- Rules will be defined and published for safe use of the playground.
- The school will provide adequate adult supervision at each recess break.
- The gate will be closed to prevent through traffic from the rear entrance to the school grounds.
- An adult will accompany walkers until they leave school property.
- In accordance with state law, any child sixteen years of age or younger must wear a helmet while on a bicycle path or public way.

9.5. Responsibilities of the Staff and the Plan Implementation

Staff will:

- Be alert to student welfare at all times.
- Exercise good judgment in planning and implementing any instructional or other activity.
- Notify the office should any strangers be observed in or around the building.
- Review the rules for school evacuation procedures with aides and volunteers.
- Annually review with the school nurse the rules for proper precaution when dealing with bodily fluids.
- Inspect interior and exterior grounds regularly to ensure safe conditions.

10. WRSD Policy (6910) Relating To Pupil Services Student Records

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.

10.1. 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 the District 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 Records - No individuals or organizations are allowed to have 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 are 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 school 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.

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

11. Notice to Parents of Rights of Emption: Human Sexual Education

Wachusett Regional School District has developed a K-12 Comprehensive Health Curriculum Framework, which was approved by the Wachusett Regional School Committee in October 1996. This framework is available in all of the District's schools. This program was developed by members of the professional staff and reviewed by members of the community. The overall goal of the course is to promote the health and well being of our students and to help them make wise and informed decisions throughout their lives.

Sex education is part of the health education curriculum beginning in Grades 4 and 5, including puberty and male and female anatomy, followed progressively through the grades by such topics as dating; relationships and communication skills; pregnancy; birth control; abortion; homosexuality; prevention of HIV/AIDS and other sexually transmitted diseases; and prevention of sexual abuse. Specific curriculum outlines for particular grade levels will also be available for review. If you would like to review these materials at the school, you are welcome to do so. Please call to arrange a convenient time.

During instructional time, students will be able to ask questions, which will be answered factually and in an age-appropriate manner. Each student's privacy will be respected, and no one will be put on the spot to ask or answer questions or reveal personal information. Material will be presented in a balanced, factual way that makes clear that people may have strong religious and moral beliefs about issues such as birth control and abortion and that these beliefs must be respected.

Under Massachusetts General Law and School Committee Policy, you may exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To receive an emption, simply send a letter to the principal requesting an emption for your child. No student who is exempted from this portion of the curriculum will be penalized. An alternative assignment may be provided to students who are exempted.

Refer to Wachusett Regional School Committee Policy 3313.1

12. Rules for Student Use of Internet and Email

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

- The District prohibits non-educational use of its network facilities, the Internet and the Internet access.
- Access and use of the District's Internet is a privilege, not a right, and access to it may be denied to students violating this policy.
- 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 email to District supervised programs.
- Each school shall include within the student handbook procedures, rules and responsibilities pertaining to student Internet access, which are age appropriate.

At the elementary school level:

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

13. Information Regarding Section 504 of the Rehabilitation Act of 1973

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

Further information may be obtained from your school's principal or Jason Newton, the District's Section 504 Coordinator.

14. Child Find

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

15. Policies Relating to Communication/Public Relations

15.1. Distribution of Notices by Students (P8130)

The Wachusett Regional School District shall permit the distribution of school-sponsored, PTO/PTA-sponsored and District related notices via the District's students.

- Such distribution may include notices from non-profit groups when they are related to school sponsored activities.
- In addition, notices regarding member town events for children such as recreation, sports, the library, and the like may be distributed via District students.
- All notices to be distributed shall be approved by the Superintendent or his/her designee.
- All materials disseminated by a non-school group should not be construed as being school sponsored or endorsed, nor shall the District be considered a partner or agent or otherwise responsible for the activities of the non-school group.
- The Superintendent may require that the non-school group provide a disclaimer of district sponsorship of its material.
- A non-school group's material should not be distributed to students during instructional time and, if possible, should not be intermingled with official school notices.
- Students should not be compelled to take home or read any such materials.
- No materials involving solicitation, proselytizing, or for-profit activities shall be accepted for distribution.
- School newsletters and notices to parents may not publicize non-school groups or recruit new members for such groups.
- No notices from private groups will be accepted, except as specified above.

16. 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.

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.

17. Policies Relating to Education

17.1. Online Education Policy (P3311.31)

The Wachusett Regional School Committee supports technology as a tool for learning and supports online education as a viable methodology for 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:

- The course is not offered at the school.
- Although the course is offered at the school, the student will not be able to take it due to an unavoidable scheduling conflict.
- The course will serve as a supplement to extend instruction to those students who would be unable to attend classroom instruction.
- Students who have been expelled from the regular school setting but who are eligible for continued educational services.
- 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 an additional service.
- Requests for taking online courses may come from the student, the teacher or the parent. 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 education program.
- Students and parents should be made aware annually of this policy.

17.2. Non-Discrimination of Educational Materials (P3450)

The Wachusett Regional School District is committed to ensuring equal educational opportunities for all students, and does not discriminate on the basis of disability, race, color, sex, religion, age, national origin or sexual orientation.

As such, the Wachusett Regional School District supports a consistent process whereby textbooks and instructional materials are reviewed for bias and stereotyping, with the intent of maintaining a balanced curriculum. Materials deemed unacceptable for students will be shared with the School Committee for final determination.

17.3. Enrichment (P3611.4)

The Wachusett Regional School Committee is committed to providing a high quality for all students with the goal of maximizing the performance and achievement of every individual. Staff are 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.

Wachusett Regional School District 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.
- Inform parents of the enriching activities available to all students 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.

18. WRSD Policy (6437) Relating to Pupil Services

Promoting Civil Rights and Prohibiting Harassment, Bullying, Discrimination and hate Crimes

18.1. Definition

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

18.2. Complaint Procedure

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.

19. Behavior and Discipline (WRSDC P6433)

The Wachusett Regional School District shall help students learn behavior patterns that 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 discipline. 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:

- age of the student
- mitigating circumstances
- previous behavior of the student
- attitude of the student

19.1. Student Handbook

The student handbook shall annually be reviewed with input sought from 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:

- Student rights and responsibilities
- Student behavior and discipline
- A 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.

19.2. Liability for Damages

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

19.3. Corporal Punishment

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

19.4. Searches

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

A search without warrant (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, hallucinogenic drugs/chemicals, amphetamines, barbiturates, marijuana, unregistered drugs, controlled substances, alcoholic beverages, or evidence of cheating, or other academic misconduct.

19.5. Student Suspensions

The Wachusett Regional School District shall ensure that each pupil has an atmosphere and an environment that is conducive to teaching and learning. To that end, schools shall maintain programs that 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 that 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 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.

19.6. 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, section 37h and 37h1/2, and Ch.76 section 17.

20. Policy Relating to Personnel Management (P5252)

20.1. PHYSICAL RESTRAINT

The Wachusett Regional School District 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 a certified-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 restraint 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 or 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 continues 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 his/her 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 documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
 - For extended restraints, the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint.
 - Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student.
 - Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.
- When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the written report to the Department of Education within five (5) school days of the administration of the restraint. The program shall also provide the Department with a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to the date of the reported restraint.

D. Special Circumstances

- Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or to a staff member and do not constitute extended restraint.
- The Wachusett Regional School District may seek such individual waiver for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
- The Wachusett Regional School District shall not require parental consent to such a waiver as a condition of admission or provision of services.
- Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.
- Extended restraints and restraint that result in serious injury to a student or staff member must be reported as described above, regardless of any individual waiver.
- The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
 - Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agree to waive; and
 - Specific information regarding when and how the parent(s)/guardian(s) will be informed regarding the administration of all restraints to the individual student.
- Nothing herein shall be construed to allow a program or classroom to receive an exemption or waiver from any of the requirements of this policy on behalf of all of the students enrolled in a particular program or classroom.

E. Receiving/Investigating Complaints

Any student, or parent(s)/guardian(s) on said student's behalf, who believes he or she has been inappropriately restrained by an employee of the Wachusett Regional School District, should follow the procedure in P8151 Policy Relating to Communication/Public Relations *Complaints About District Personnel*.

This policy shall be reviewed annually, provided to school staff, and shall be included in student handbooks.

(M.G.L. chapter 69, section 1B, and chapter 71, section 37G; Massachusetts Department of Education Regulation 603 CMR 46.00 Physical Restraint)

21. Athletics

21.1. Academic Requirements

Students must pass all subjects as reported on the most recent formal communication with parents. Waivers may be granted upon the recommendation of the principal.

21.2. Behavioral Requirements

The student 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 the day of a practice or game must attend the disciplinary session before being able to participate in the athletic activity. Students who are serving a suspension (internal or external) on the day of a practice or game are not allowed to participate in the athletic program activity on that day.

21.3. Physical Fitness Requirements

A note from the student's physician that the student has had a physical in the past thirteen months or 395 days and is not restricted in any way from participating in the program is required.

**Wachusett Regional School District
Physician Medication Order/Parent Consent Form**

Physician Medication Order

Student Name:		Gender: M F	
Date of Birth:		Grade:	
Medical Diagnosis:			
Name of Medication:		Dosage:	
Begin Date:	End Date:	Frequency:	
Time(s) to Administer Medication:			
Allergies:			
Contraindications:			
Common Side Effects:			
Physician Name (please print):			
Physician Signature:		Date:	
<u>Parent Consent</u>			
<p>I give permission for my child (name) _____, to receive the above-ordered medication from the Glenwood School nurse or other qualified staff member, as prescribed and directed by his/her physician.</p>			
Parent/Guardian Name: (please print):			
Parent/Guardian Signature:		Date:	

