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EOE – The Quabbin Regional School District does not discriminate on the basis of age, color, disability, homelessness, national origin, race, religion, sex, or sexual orientation.

# QUABBIN REGIONAL SCHOOL DISTRICT

## MISSION/VISION/GOALS/VALUES

### VISION

#### Preparing for a Lifetime of Learning

A school is essentially a community of learners organized for the care and development of young minds. A public school assumes the added responsibility of preparing all young learners for their future as productive citizens in a free and democratic society. The two purposes are intertwined: the faith that built our public schools holds education to be the key to our nation's future. We are committed to that mission. Indeed, the Quabbin Regional School District believes that the continued wellbeing of our society and its citizenry in the next century depends on the attainment of higher levels of education. It is not enough to restore old standards; these must be surpassed. Where we once expected competence, we must now expect and envision a pursuit of mastery in both learning and teaching.

The steeply increasing demands on the intellectual resources of our citizenry require that we regard learning as a lifelong endeavor. Credentials that once spoke to learning attained now signify only what further learning one is ready to pursue. The high school diploma no longer secures a place in our society. Certification no longer secures a professional position in our schools. Greater demands on students mean greater demands on staff. We must envision that our purpose as a public school system is to prepare students to continue their education beyond the diploma, through vocational training or higher education, on to a lifetime of independent learning. Our responsibility to our staff is to assure that certification is just the beginning of their professional development, that they are continually prepared for the challenges ahead. We must all be learning how to learn to be ready for the future.

### GOALS

We believe that the best preparation for lifelong learning comes from a commitment by students and parents, teachers and administrators, to the following:

- A. **MASTERY OF THE LANGUAGE ARTS OF READING, WRITING, AND SPEAKING, ALONG WITH THE INTELLECTUAL SKILLS OF LOGIC AND MATHEMATICS.** These are the indispensable tools for the pursuit of lifelong learning.
- B. **IN DEPTH STUDY OF THE NATURAL AND BEHAVIORAL SCIENCES, THE ARTS AND HUMANITIES AS THE BASIC WAYS OF UNDERSTANDING OURSELVES AND OUR WORLD.** The emphasis here is on the principles and methods that define these as disciplined modes of inquiry. These provide the standards of truth to guide the pursuit of lifelong learning.
- C. **A SERIOUS ENGAGEMENT WITH THE TOOLS AND TECHNIQUES OF RESEARCH.**  
It is important to understand the methodologies leading to new knowledge in the basic disciplines. It is just as important to be able to locate what's already known. Today, too much information has become as crippling as too little. Students must learn to navigate through libraries and computer networks to the primary and secondary sources that bear upon the questions that drive their learning, and then analyze and evaluate what they find there.
- D. **AN UNDERSTANDING THAT LEARNING IS A MATTER OF MEANS - NOT ENDS, A SET OF TOOLS AND TECHNIQUES FOR SOLVING NEW PROBLEMS, NOT THE RECOLLECTION OF OLD SOLUTIONS.** Learning must be placed in the context of life and experience to be pursued lifelong.
- E. **A COLLABORATIVE APPROACH TO BOTH TEACHING AND LEARNING THAT RECOGNIZES THE COMPLEXITY OF REAL-LIFE PROBLEMS AND THE RISK OF ONE-SIDED SOLUTIONS.** Interdisciplinary studies, cooperative learning, internships, and student activities all model the learning students will pursue lifelong through the communities they join.
- F. **AN EMBRACE OF OPEN INQUIRY AND OPEN MINDS.** The enemies of lifelong learning include uncritical acceptance of authority and past practice, the fear of new ideas, and intolerance of differences. Each shuts the door to possibilities. Where assumptions are questioned and biases challenged, creativity and innovation flourish. Where diversity is embraced, the community of learning grows.
- G. **AN ATMOSPHERE OF CARING AND RESPECT.** A love of learning is needed for it to become a lifelong pursuit, and love cannot grow where care and respect are absent. When safety becomes an issue, the community itself is at risk and all our goals are imperiled. Personal safety and wellbeing cannot be compromised. Care for others' feelings and respect for others' differences are expected of everyone.
- H. **A SPIRIT OF COOPERATION, NOT COMPETITION WITH OTHER KEY INSTITUTIONS IN THE LIFE OF OUR STUDENTS.** Families, civic and religious organizations, private employers and public providers, and other educational institutions all need to have their unique contributions respected so that we can remain focused on what we do best - developing young minds and lifelong learners.

## VALUES

**Implicit in our Vision and Goals are the basic Values essential to their realization. These should be stated explicitly, so there can be no doubt as to their centrality and our profound commitment to them:**

### **INTELLECTUAL VALUES:**

1. We believe that public school exist to develop informed minds and productive citizens.
2. We believe that this mission requires a commitment to learning how to learn within a context of lifelong learning.
3. We believe that all students can learn.
4. We believe that all students need to master basic intellectual skills and to measure up to standards of excellence across the curriculum.
5. We believe in the integration of theory and practice, and in the pursuit of knowledge through real-life problem solving.
6. We believe in the value of questions, of critical thinking and open inquiry, wherever it may lead.
7. We believe in collaborative approaches to both teaching and learning and school management.
8. We believe that all members of the community, students and parents as well as teachers and administrators, must acknowledge their own personal responsibility for meeting these goals.

### **COMMUNITY VALUES:**

1. We believe that diversity in all its forms enriches our community of learning.
2. We believe that care is what sustains us in our common pursuits - care for our own and others' uniqueness, consideration for one another's feelings, and concern for those who need help and understanding.
3. We believe that respect is the basic requirement for whatever community we hope to achieve -
  - respect for the truth, which is honesty;
  - respect for difference, which is the essence of diversity;
  - respect for one's self, which is the foundation of our human dignity;
  - respect for each other's person and property, which is a matter of law;
  - and a respect for the rules and the authority that govern our community, for without these there is lawlessness, and no community.
4. And finally, we believe that educating the members of our community to the importance of these values is essential to our mission, hence implicit if not explicit in everything we do.

## GENERAL INFORMATION

### **NONDISCRIMINATION**

**AC**

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. This commitment to the community is affirmed in the following statements of school committee intent to:

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

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; and will apply to race, creed, color, sex, religion, national origin, economic status, political party, age, sexual orientation, disability or homelessness.

## **RESPECTING DIVERSITY**

One of the marks of a civilized society is its respect for and celebration of differences. The school community includes both students and staff members who represent different religions and cultures.

Quabbin students are expected to demonstrate tolerance of and respect for others, regardless of their differences.

## **Title IX: NONDISCRIMINATION ON THE BASIS OF SEX**

It is the policy of the Quabbin Regional School District School Committee not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of 1972 Educational Amendment.

Inquiries regarding compliance with Title IX may be directed to Title IX Coordinator, Superintendent of Schools, Barre, Massachusetts (978-355-4668), or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

## **SPECIAL EDUCATION SERVICES**

Quabbin Regional Middle School provides Special Education Services for students as defined by Massachusetts State Regulations. For further information regarding the Special Education program contact Jason Newton, Director of Pupil Personnel, at (978) 355-2055.

## **504 PLANS**

Students who have a permanent or temporary disability may be eligible to receive special accommodations for their disability. The student's disability must substantially impact his/her ability to function at school and to access the curriculum. A meeting with the Section 504 team, chaired by the guidance counselor, is required before a 504 plan can be developed and implemented. The middle school 504 coordinator is Susanne R. Musnicki.

## **HARASSMENT**

It is the policy of the Quabbin Regional School District that all persons associated with the School District, including students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Any student who engages in harassment while acting as a member of the school community will be in violation of this policy.

### **1. Sexual Harassment**

For purposes of this policy sexual harassment would be any unwelcome or other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive educational environment.

### **2. Criminal Harassment**

Pursuant to Massachusetts General Laws Chapter 265, Section 43a, criminal harassment is defined as: A willful and malicious deliberate pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer emotional distress.

## **ANTI-BULLYING**

**JICFB**

The Quabbin Regional School District prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age, ability or disability. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. The District also prohibits bullying of school community members or other harmful conduct for reasons unrelated to race, color, religion, national origin, ethnicity, sex, sexual orientation, age, ability or disability. The District will not tolerate retaliation against persons who take action consistent with this Policy.

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school.

Bullying can occur at any age or grade level. Most bullying starts out verbally – teasing and put-downs – and may become progressively worse and assume physical dimensions. Bullying of any type has no place in a school setting. The Quabbin Regional School District will endeavor to maintain a learning environment free of bullying, including cyber-bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, electronic, or written interactions. Cyber-bullying is defined as an individual using the Internet, mobile phones or other cyber

technology to send mean text, e-mail or instant messages, posting nasty pictures of messages about others in blogs or on websites, and using someone else's name to spread rumors or lies about someone.

Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending athletics, special and extracurricular activities, or riding on the bus to and from school each day.

Examples of bullying include but are not exclusive to:

- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on students, including those that are verbal, physical, psychological and emotional
- Attacks on personal property
- Using demeaning language to berate or embarrass

Bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, at athletic events and extracurricular activities, or at other school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students.

Student reports of suspected bullying should go to a trusted adult in that student's school. All reports will be reviewed with a high degree of confidentiality and respect. A first report should be viewed as an opportunity to teach students about bullying and its detrimental affects. Consequences for students found to be perpetrators of bullying are listed in each school's handbook. The Principal must be informed immediately of all reports.

Reports of suspected adult bullying by staff, parents, or community members, should be reported immediately to the Principal and to the QRSD Harassment Officer, the Director of Student Services, whose office is located in the Educational Support Center at 872 South Street, Barre, MA.

Second Reading and Adoption: December 17, 2008

### **HATE CRIMES**

The Quabbin Regional School District will enforce all federal, state and local laws and regulations relative to civil rights violations and hate crimes.

Massachusetts General Laws Chapter 22C, Section 32 defines "hate" crime as follows:

Any criminal act coupled with overt actions motivated by bigotry and bias, including but not limited to, **a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice**, or which otherwise deprives another person of his constitutional rights by **threats, intimidation or coercion**, or seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Behavior by students or staff that constitutes a hate crime will be dealt with according to the Quabbin Regional School District's Code of Conduct. This behavior includes, but is not limited to the following:

1. Physical violence
2. Threats of physical violence
3. Harassment
4. Intimidation
5. Negative or offensive biased language (slurs or epithets)
6. Use of symbols of hate such as swastikas or burning crosses
7. Damage to property, real or personal

### **THREAT POLICY**

It is the intent of the Quabbin Regional School District Committee that all schools in the district be safe environments for both students and staff. To that end, the committee has established the following policy to deal with instances of students making threats toward other students and staff members.

1. Once a threat has been reported to the building administration, an administrator will discuss that threat with the alleged threat maker in an informal hearing. The administrator conducting the hearing will ensure that all information gathered is documented in accordance with all existing policies and regulations.
2. During this discussion, the administrator conducting the hearing will make an assessment regarding the seriousness of the threat and whether or not the alleged threat maker did make those threats.
  - a. For the purpose of this policy, a threat is any communicated intent to inflict harm on any person or property.

- b. Threats may consist of, but are not limited to, threats of physical violence, sexual violence, death, property damage, harm to friends or family, etc.
- 3. If the investigation shows that such threats were made, then the following may occur:
  - a. Demerits or other penalties allowed by existing policy;
  - b. Institution of a School Safety Plan (part a: Stay Away Order, part b: Victim Safety Plan, & Memorandum of Agreement) as appropriate;
  - c. Suspension for up to 10 (ten) school days as allowed by existing policy;
  - d. Involvement of the local police as appropriate;
  - e. Referral to discipline council for disciplinary action, including but not limited to, a suspension of an additional 20 (twenty) school days for a maximum of 30 (thirty) school days;
  - f. Referral to school committee for an exclusion hearing.

**Policy adopted: December 12, 2002**

**HAZING**

Chapter 536 of the Acts of 1985 (also known as Massachusetts General Law Chapter 269, Section 17-19) makes it a crime to participate in or to organize hazing, or for a person at the scene of such a crime to fail to report the incident. A copy of Chapter 536 will be issued to every group or organization and to every student during the first week of school.

**Massachusetts General Law Chapter 71 Section 37H (Weapons, assaults, and discipline procedures)**

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

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

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

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

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

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

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may

request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

**Massachusetts General Law Chapter 71: Section 37H½. Felony complaint or conviction of student; suspension; expulsion; right to appeal**

Section 37H½. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

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

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

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

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

**GRIEVANCE PROCEDURES**

Complaints, appeals, and grievances by students/parents relative to the Quabbin procedures are designed to be expedited through the use of established appeal procedures of the Quabbin Regional School District. Copies of regulations and procedures are available by contacting the Principal or Superintendent. Questions and inquiries are both encouraged and welcomed.

**STUDENT RECORDS**

The practices of the Quabbin Regional School District will comply with both Federal and State Regulations governing Student Records and the use of information contained therein. Such regulations identify clear rights for parents/students in matters of access to student records, interpretation of data, amending or adding to records, designating release of records to third parties and copies of records.

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

## **NO CHILD LEFT BEHIND ACT (NCLB)**

The federal law, No Child Left Behind Act (NCLB), contains a provision regarding the disclosure of secondary students' names, addresses, and telephone listings to military recruiters and institutions of higher education. Therefore, in compliance with the law, the school will release the required information when it is requested, unless the parent or eligible student objects to such release. Parents or students who do not wish to have their information released, must make their request to the Principal in writing. If you have any questions or concerns, please feel free to contact the office.

## **FERPA: Educational Rights and Privacy**

The Family Educational Rights and privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 NOTIFICATION**

TO: Families and Staff of the Quabbin Regional School District  
FROM: Superintendent of Schools

This notification is required by the Asbestos Hazard Emergency Response Act of 1986, (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act):

It is the intention of the Quabbin Regional School District to comply with all federal and state regulations controlling asbestos and to take the necessary steps to ensure students and employees a safe and healthy environment in which to learn and work.

You are welcome to review the Asbestos Management Plan located in each school's administrative office during school hours. Contact Clare Barnes, director of plant and facilities, and our Asbestos Program Coordinator, with questions: 978-355-6771.

## **SENSITIVITY TO FRAGRANCES AND CHEMICAL ODORS**

EFAB

It is the policy of the Quabbin Regional School District to maintain a consistent set of procedures for the treatment of persons who have a high level of sensitivity to fragrances and to various chemicals. There are many people who experience unpleasant physical effects from scented products, such as perfume and colognes. Sometimes, it might be a headache or

nausea when passing by a department store's fragrance counter or riding in an elevator with someone wearing a certain fragrance. However, there is a growing number of people who suffer more severe reactions to these and many other types of products and chemicals. This condition is known as multiple chemical sensitivities (MCS) and involves people who have developed an acute sensitivity to various chemicals in the environment. People with MCS experience a range of debilitating physical reactions, some even life-threatening, to chemicals used in a variety of products, including fragrances and personal care products, deodorizers and cleaners, pesticides, wall and floor coverings, and building materials.

Our commitment to provide a safe and healthy environment for students and staff requires cooperative and collaborative effort including the home, physician, school nurse, and staff. To this end, the Quabbin Regional School District maintains protocols to meet the specific needs of our students and staff who experience MCS. The intent is to minimize to the extent possible the barriers and difficulties experienced by both students and staff subject to fragrance/chemical sensitivities and those with asthma and other breathing impairments.

At the beginning of each school year, all parents/guardians of students in our schools and members of our staff will be notified of the specific protocols pertaining to fragrance and chemical sensitivities, in writing, and asked to provide medical documentation detailing the diagnosis, specifically identifying the substance and the prescribed treatment.

In accordance with the prescribed protocols, an individual health care plan (IHCP) will be developed for each student and staff member with such diagnosed sensitivity. The IHCP will be reviewed periodically by designated responders and all staff who interact with identified student(s) and staff.

The school nurse will provide in-service training regarding identified sensitivities, and steps to prevent life-threatening reactions. Employees will work with administrators to implement certain accommodations that will minimize contact with the identified fragrance or chemical.

### **Sensitivity to Fragrances and Chemical Odors Guidelines for developing protocols**

1. At the beginning of every school year, a student or staff member with sensitivity to fragrances and chemical odors will inform, in writing, the principal of the school or their immediate supervisor.
2. The following questions will be used as guidelines in developing protocols:
  - a. What limitations is the person with fragrance/chemical sensitivity experiencing?
  - b. How do these limitations affect the student in school or the employee at work?
  - c. What specific activities and/or job tasks are problematic as a result of these limitations?
  - d. What accommodations are in place, how will they be evaluated periodically to assure that the student/employee is reasonably safe and healthy?
  - e. Do teachers and supervisory personnel need training regarding fragrance and/or chemical sensitivity?
3. Protocols that might be chosen:
  - a. Maintain good air quality in the learning/work environment
  - b. Discontinue use of fragranced products or offending chemicals
  - c. Modify location of learning station or work station
  - d. Modify the schedule
  - e. Provide an air purification system
  - f. Modify communication methods- post notices, posters, information bulletins
  - g. Notify in writing all those whose use of fragrances or chemicals could adversely affect the individual with sensitivities and request compliance with no use of offending substance

### **SAFETY OF STUDENT POSSESSIONS**

Quabbin is a school community consisting of over 1,600 people who inter-relate with one another on a daily basis. The individuals that comprise the community have different traits, habits, personalities, and types of behavior. At times, student possessions get lost, damaged, or stolen. We urge all students to be responsible citizens, but unfortunately, not all are.

Therefore, students should keep all valuables with them or give them to a teacher to keep. Students should not leave purses, pocketbooks, or wallets unattended. Each student is responsible for all school materials issued to him/her, so proper care is required.

Remember – use common sense in proper care of possessions as you do in your local community. Items of value may be left in the office for the day and picked up at the end of school.

Students are discouraged from bringing items of great value to school and do so at their own risk.

### **FIRE DRILLS**

State law requires that every school conduct fire drills during the school year. Procedures are posted in each room. These will be reviewed periodically with students.

The building is to be evacuated quickly, quietly, and in an orderly manner following the specific route designed in each room. **Everyone is to move at least 50 feet from the building once outside and remain outside until the all-clear signal is sounded.**

### **EMERGENCY EVACUATION PROCEDURE**

If an emergency situation arises which necessitates evacuation of the building, instructions and procedures will be announced over the public address system.

### **ATTENDANCE**

Daily attendance at school is extremely important to the educational progress. It is the student's responsibility to be in school and in classes on time and to attend all classes and assigned activities. Sometimes due to health, family illnesses, or other emergencies a student must be absent. In that case, a parent or guardian should call the school or send a note. If the school is not notified, we will make every effort to contact the parent/guardian. After a student has been absent three consecutive school days, a parent may request make-up work for the student.

### **TARDINESS**

When a student arrives to school late, he/she **must** come with a note signed by a parent/guardian, or a parent/guardian must come into the office to sign in tardy students. An unverified tardiness will result in a referral for disciplinary action. If a student is consistently late to school, he/she will be referred for disciplinary action and may lose school privileges.

### **DISMISSAL**

If a student must be dismissed from school during the day, he/she must present a note signed by a parent or a guardian to the receptionist in the Middle School Office upon arrival at school. The note must state the time and reason for the dismissal. If anyone other than a parent/guardian is picking the student up, please list his/her name in the note. A telephone number must be included so we can verify that the dismissal signature is valid. If the student returns to school during the same day, he/she must sign-in at the Office and receive a pass. If a student becomes ill at school he/she will be sent to the School Nurse. The School Nurse will issue a dismissal if necessary.

### **PROCEDURES FOR AFTER SCHOOL**

- A. Students should make prior arrangements with parents to remain after school. Telephone calls should not be made at 1:50pm to make arrangements.
- B. Students should only remain after school after having made prior arrangements with a staff member. Teachers may give disciplinary or academic retention.
  1. If a student wishes to work in either the library or computer room after school, he/she must obtain a pass from a teacher some time earlier during the school day showing that he/she needs to use the media center.
  2. If a student wishes to work with more than one teacher before or after school, he/she must have a pass from the second or third teacher to whom he/she wishes to report. Under no circumstances should the student be sent to another area because he/she makes such a request.
  3. Students found wandering in the halls without proper authorization will be sent to an administrator.
- C. Students who stay after school will be expected to arrange for transportation home.
- D. Students remaining after school in the building and on grounds, **must** be supervised by a teacher, coach or advisor at all times. Unsupervised students will receive consequences, up to and including suspensions, demerits and detentions.
- E. After school privileges may be limited or suspended due to academic or disciplinary reasons.
- F. To board the late bus, students must have a pass from the supervising adult.

### **DRESS CODE**

No hats/caps are to be worn in the building. Hats are to be removed and placed in your lockers upon entering the building.

Students are expected to dress appropriately while attending school. Any articles of a vulgar or profane nature (one that is disruptive to the educational process) or which poses a threat to health or safety will not be allowed. Proper footwear must be worn at all times. No bare midriffs will be permitted. Tank tops can only be worn with a t-shirt underneath. Oversized, baggy clothing, which presents a safety risk, is not appropriate. Pants must be worn at the waistline by both boys and girls.

### **GUM/FOOD**

Students are not allowed to chew gum on the school premises. Gum chewing is considered misconduct, a three-demerit offense. Food may only be consumed in the cafeteria. Open beverage containers may not be brought to school or carried in the building.

### **ELECTRONICS**

Students are not allowed to have games (board type, electronic, etc.), toys, radios, tape players, walkmans, iPods, MP3 players, cell phones or beepers out during school hours. Students who have such items out during school will have these items confiscated until the end of the regular school day. With a second offense, demerits may be assigned and the item will be kept in the office until a parent or guardian makes arrangements for the return of the item(s).

### **LOST AND FOUND**

Lost and found articles are in the main office. If you've lost something, report it to the office at once. Please do not bring valuables or large sums of money to school where they may be lost. We do everything we can to safeguard private property, but the school cannot be responsible for lost items.

### **CANCELLATION OF SCHOOL**

School cancellation due to severe weather or other emergencies will be announced on the following radio stations:

<b><u>Radio</u></b>	<b><u>Television</u></b>	
WTAG 580 AM	WBZ Channel 4	WWLP Channel 22
WSRS 96.1 FM	WCVB Channel 5	

Parents will be notified using the One Call System unless they have opted out for weather cancellations. Parents will also be able to access this information on the district website: [www.qrsd.org](http://www.qrsd.org).

## **ACADEMIC PROGRAM**

### **Promotion/Retention – Middle School**

We will make every effort to identify students who are not making satisfactory academic progress. In order to pass from one grade to another (7<sup>th</sup> to 8<sup>th</sup>, or 8<sup>th</sup> to 9<sup>th</sup>) each Middle School student must pass (have a grade of 60 or above) 3 out of 5 classes. Each of the four core courses (math, science, English and social studies) will be considered individually. The remaining courses, or "fifth-subject" courses (art, computers, Spanish and physical education), will be evaluated together as one course (equal in total to one of the core courses). If a student does not meet this expectation, then the student will be retained. If a student is to be retained, then that student will repeat the grade in total. The student will repeat all classes, regardless of his/her prior activity in that class. Exceptions may be made if the Team Teachers, Administrators, Guidance Counselors, parents, and other support personnel agree that retention is not in the best interest of the child.

### **Course Expectations**

Teachers will distribute a 1-2 page summary to students at the beginning of each course describing expectations, general course objectives, grading procedures, and attendance policies. Students will also be informed as to the specific times that teachers will be available to provide extra help. Students will sign the course expectations indicating that they understand the class and grading procedures.

### **Make-up Work**

Taking vacations at times other than school vacations is strongly discouraged by the Middle School. You should notify the school prior to your vacation. If possible teachers will assign work in advance, however in many cases this cannot be done. After a student has been absent three consecutive school days, a parent may request make-up work for the student. In general a student will be given an amount of time equivalent to his/her absences to make-up missed work. Work not completed will cause grades to suffer.

### **Report Cards/Progress Reports**

Report cards are issued four times a year and represent approximately nine or ten weeks of school work. About halfway through the term, parents will be notified through progress reports and/or warnings if a student is making unsatisfactory progress. Progress reports and warnings must be signed by parents and returned.

## STUDENT HONORS AND ACTIVITIES

### National Junior Honor Society

#### Introduction

The Quabbin Regional Middle School Chapter of the National Junior Honor Society is the Cum Laude Chapter. This organization recognizes and promotes academic achievement while developing those qualities essential to good citizenship; namely, scholarship, character, service and leadership.

#### Membership

To be eligible for membership in the Cum Laude Chapter of the National Junior Honor Society, the student must: 1.) be in eighth grade; 2.) have maintained a cumulative average of 90% for the seventh grade and the first semester of grade eight; 3.) give evidence of good character, leadership, citizenship and service to the school and/or community. 4.) not have accumulated more than five demerits or been suspended in grade 8.

Students who are eligible for membership in the National Junior Honor Society will be notified of their eligibility by the advisor(s) of the NJHS. It shall be the responsibility of the candidate to obtain from the NJHS advisor(s) the necessary application for admission consideration. Students must obtain, complete, and return any and all application forms to the advisor(s) of the NJHS within 7 days following their eligibility notification. The forms will then be reviewed by the Faculty Council, which shall be appointed by the Principal. Decisions on induction made by the Faculty Council are final. Candidates will be given a copy of the Cum Laude Chapter Constitution and By-Laws at the time of their eligibility notification. A copy of the constitution can also be found on the Quabbin Regional Middle School website.

To maintain membership in the NJHS, members must maintain at least a cumulative average of 87% for their entire eighth grade year and must complete at least two and a half hours of community/school service during their eighth grade year. All members will also be expected to participate in a group service project to be determined by the entire NJHS membership.

Dismissal procedures from the NJHS are further described in the Constitution and will be strictly enforced.

#### Honor Roll

High honors can be achieved by earning all A's. To receive honors, a student must earn all A's and B's.

#### Honors Breakfast

Students who have made the honor roll for the first three terms of a school year will be invited to a breakfast in late May.

## MIDDLE SCHOOL ACTIVITIES

### Eligibility – Student Activities

A student must be in attendance on the day of a school activity for at least half of the school day (10:20am) in order to attend an activity e.g. a school dance, athletic event. Exceptions may be made by the principal in advance of the activity. Students who are suspended are ineligible to attend school activities. The period of suspension begins on the day the student reports to the in-house suspension room and ends at midnight on the last day of the suspension.

### Field Trips

Field trips are scheduled throughout the school year. These trips are designed to support different aspects of the classroom curriculum, to reward accomplishments, and to introduce students to the resources of the region. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms.

Teachers cannot be asked to take the responsibility of a field trip involving extensive bus travel for students who are potential problems or who may act irresponsibly. For that reason, students who have repeated behavior problems throughout the school year may not be allowed to participate in a field trip. Classes will be held for students who are not participating in a field trip.

Middle School activities are privileges that are earned. Students are expected to demonstrate proper behavior at all school functions. The Principal may revoke these privileges as a disciplinary measure.

### Student Government

Student government representatives and alternates for each homeroom will be elected in the fall. The Student Government will be involved in Middle School student activities.

### School Dances

Dances are held periodically throughout the school year. Students are expected to have a ride at school promptly at the end of the dance. If your ride is not here 15 minutes after the end of the dance, you will not be allowed to attend the next dance. After school activities such as dances, are a privilege. A student may lose this privilege if they display inappropriate behavior during school hours.

## **Athletic Teams**

Quabbin Middle School provides a comprehensive athletic program in which all students are encouraged to participate and do their best. One of the primary goals of the coaches is to insure that team participants achieve in the classroom and gain the skills to prepare them for lifelong learning. The interscholastic sports programs offered at the middle school level provide an opportunity for students to increase their fundamental techniques, as well as a sharing of experiences with peers and an opportunity to have some fun in the area of competition. Teams provided are:

### **FALL**

Boys Soccer  
Girls Soccer  
Field Hockey  
Cross Country

### **WINTER**

Boys Basketball  
Girls Basketball  
Wrestling  
Cheerleading

### **SPRING**

Baseball  
Softball  
Track

## **Eligibility – Interscholastic Competition**

In order to be eligible to participate in the interscholastic competition, a student must earn a passing grade in every subject for the marking term preceding the athletic season. The scholastic eligibility of all students shall be considered only on the date when report cards for that marking period have been issued. The Athletic Director and the Principal must determine the eligibility of all athletes on the basis of these criteria.

## **MEDIA CENTER/LIBRARY**

**Hours: 7:00am to 2:00pm daily, except 7:00am to 3:45pm Wednesdays**

### **Passes**

Students may come to the Library/Media Center with classes or with passes from their teachers during directed study.

- a. Students coming after their assigned school hours may use the Media Center provided that they follow the rules regarding behavioral expectations.
- b. The Media Center Library staff uses the following Priority Scale: (1) Research, (2) Reading, (3) Studying - to determine who needs the available space the most. Studying not involving the use of library materials can be done in directed study.

### **Behavioral Expectations**

- a. Everyone is expected to be quiet and courteous in the Media Center at all times. Quiet talking may be allowed when needed for group work, but loud noises or disturbances will not be tolerated. When necessary, due to numbers of students using the library, absolute silence will be the rule; **no** talking will be allowed.
- b. If a student disturbs others, he or she will be given a warning. If a second warning is needed, any student not cooperating will be asked to move or sent back to class or to the office.
- c. If the student still does not cooperate, demerits will be issued and the student will be excluded from the library and computer lab for five school days.

### **Borrowing Materials from the Library**

- a. Learning materials may be borrowed for two weeks, and renewed for another two weeks (unless a request has come in to hold the item for further use). There is no limit on the number of items that can be borrowed as long as they are all returned promptly and consideration is shown for other students who may need the same materials. Items must be brought in for renewal. There are no fines for overdue materials. Middle School students may borrow some machines (tape recorders, VCR's, Camcorders) for use within the building for school projects. AV equipment may not be taken home without a contract signed by the student and a parent/guardian.
- b. Students are responsible for books signed out in their name. Any lost or damaged books must be paid for by the student. Charges are based on the cost of replacement materials. In most cases the purchase price will be noted on the circulation card.
- c. Magazines, with the exception of the current issue, may be borrowed for a two (2) week period. If a student loses a magazine he/she must pay \$2.50.
- d. Some reserved books go out overnight only and must be back at the beginning of the school day.
- e. References like the encyclopedia, atlases and almanacs do not ever leave the Media Center since many students need them for immediate use. Older encyclopedias may be checked out for two weeks.
- f. Students may use the Media Center copying machine for free for any items that cannot be checked out. All other copies related to school work will cost 5 cents each. Other personal items may be copied at the discretion of the library staff at a cost of 25 cents each. Please **ask permission** before using the copying machine.

**ACCEPTABLE USE POLICY/TECHNOLOGY  
INTERNET SAFETY POLICY**

**Purpose**

The Quabbin Regional School District shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

**Availability**

The superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Quabbin Regional School District. Violations of law may result in criminal prosecution as well as disciplinary action by the Quabbin Regional School District.

**Acceptable Use**

The superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Quabbin Regional School District, as well as with law and policy governing copyright.

**Monitored Use/Restricted Access**

Electronic mail transmissions and other use of electronic resources (i.e. chat rooms, etc.) by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

In compliance with the Children's Internet Protection Act (CIPA), the Quabbin Regional School District has implemented measures to ensure that students and staff have restricted access to any materials generally deemed "inappropriate" (as defined by the Act) through the use of "filtering" hardware and software. The network administrators can override this filtering when the school administration decides that access to an "inappropriate" site is for educational purposes.

**Liability**

The Quabbin Regional School District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Quabbin Regional School District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

Revised: Quabbin Regional School District Committee – June 2002

**ACCEPTABLE USE POLICY - TECHNOLOGY  
Administrative Procedures for Implementation**

The following regulations apply to all employees and students accessing the Quabbin Regional School District system/network, including access to external networks and use of e-mail:

1. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
2. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
3. Forgery or attempted forgery is prohibited.

4. Attempts to read, delete, copy, or modify the electronic communications of other users or to interfere with the ability of other users to send/receive electronic communications is prohibited.
5. Use of inappropriate language, swearing, vulgarity, ethnic or racial slurs, other inflammatory language, and bullying via electronic means is prohibited.
6. Pretending to be someone else when sending/receiving electronic communications is prohibited.
7. Transmitting or viewing obscene material is prohibited.
8. Revealing personal information (addresses, phone numbers, etc.) via electronic means is prohibited.
9. Activity that is defined as "hacking" is prohibited, whether local to the district or involving systems outside the district while using systems owned by the school district. A "hacker" is defined as: "someone who uses a specialized knowledge of computer systems to obtain illegal access to them. Probably, too, once they have obtained access to a system, a hacker would be expected to steal and/or corrupt data." (Langford 1995)
10. Commercial use of the system/network is prohibited. In addition, the system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
11. Copyrighted software or data shall not be placed on the district system/network or redistributed without permission from the holder of the copyright or designee and the system administrator or media specialist. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administrative procedures.
12. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.
13. The district will make training available to users in the proper use of the system/network and all electronic resources.
14. The district will provide each user with access to the Acceptable Use Policy and Procedures.
15. Access will be granted to employees with a signed access. Account names will be recorded on access agreements and kept on file at the district level.
16. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s). Account names will be recorded on access agreements and kept on file at the building level.
17. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name. System users shall not use another user's account. The individual logged onto a system shall be deemed responsible for any activity that occurs emanating from that system.
18. Passwords:
  - a. May be changed periodically;
  - b. Shall be expired at the end of each school year;
  - c. Are confidential;
  - d. Shall be protected by the user and not shared or displayed.
19. Students completing required course work should have first priority for after-hours use of equipment.
20. Building administrators or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
21. Building administrators or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.
22. Building administrators or their designee shall be responsible for establishing appropriate retention and backup schedules in accordance with district policies. System users should purge electronic information according to district retention guidelines or save them to a district designated storage pool.
23. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
24. Staff should refrain from using email or other transmissions, such as blogs, wikis, etc., to communicate with students unless it is part of approved curriculum or sanctioned faculty feedback mechanism (i.e. homework clubs, subject related websites).
25. Email or other transmissions containing personal content between students and staff is inappropriate and should not be utilized.
26. Staff members should refrain from using Instant Messenger (IM) to communicate with students for any reason.
27. Staff members who create classroom or school-related websites must comply with the district policy (IJMM: Creating and Placing Web Pages).

A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

Approved by the Quabbin Regional School District Committee June 2002; revised: June 2007

### **HEALTH SERVICES**

The Massachusetts Department of Education recommends that all school districts plan and implement a Comprehensive Health Education program. Board of Education policy requires that HIV/AIDS education be offered to all students in every grade level. Quabbin Regional School District Policy JGC expects that the administration will develop and implement instructional programs that focus on the prevention of poor health habits and maintenance of good physical and mental health habits and attitudes.

The Quabbin Regional School District has in place a Comprehensive Health Education program with human sexuality and sex education components (including HIV/AIDS). Our school committee has approved our curriculum to ensure the present and future health of our children.

The Health Education Advisory Council strongly recommends that all students participate in the lessons scheduled for their grade level. However, if you do not want your child to participate in parts of the curriculum related primarily to human sexuality and sex education, you have the right to exempt your child by submitting a request in writing to the building principal. Your review of our curriculum may assist you in making a more informed decision regarding your child's education. You are welcome to review our curriculum and related materials. Please call your child's principal to schedule an appointment.

As always, our goal is to bring the best possible instruction to your child, and we are proud to include you in the education process.

#### **HEALTH EDUCATION: HUMAN SEXUALITY AND SEX EDUCATION**

The Quabbin Regional School Committee, in compliance with MGL Chapter 71 section 32A, shall require that building principals notify parents/guardians prior to offering parts of the Comprehensive Health Education, which primarily involves human sexuality and sex education. This notification will include: (1) availability of curriculum material for preview; (2) the parent/guardian's right to exclude their child(ren) from said instruction and (3) the procedure by which they can exclude the child(ren) from these classes.

All instructional materials including textbooks, teacher's manuals, audiovisual aids and other supplementary materials which are used for instruction in human sexuality and sex education shall be available at the building site for inspection and review by parents or guardians of students receiving this instruction.

A student shall be excused from participating in portions of the curriculum which primarily involve human sexuality and sex education instruction upon receipt by the principal of written notification from the student's parent or guardian.

No student exempted from participation shall be penalized by reason of this exemption. In order to ensure that all students receive structured learning time the school will make an effort to accommodate the exempted student in another class, assign an alternative educational project, or provide the student with a directed study period for the duration of the exemption.

Resolutions of disputes that may arise under Section 32A will be handled at the local level under QRSD policy JFH (as recommended by the Massachusetts Department of Education Regulations 603 CMP 5.00).

#### **POLICY JIE – PREGNANT STUDENTS**

School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.

Pregnant students will be permitted to remain in regular classes and participate in extra-curricular activities with non-pregnant students throughout their pregnancies unless otherwise directed by their physician(s). The District will respond to physician's recommendations regarding student health during pregnancy and implement appropriate accommodations.

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

LEGAL REF.: M.G.L. 71:84

Adopted by Quabbin Regional School Committee: January 1996  
Revised and re-adopted by Quabbin Regional School District Committee: January 8, 2009

#### **POLICY JHCD - ADMINISTERING MEDICATION TO STUDENTS** **MDPH REG:105 105 C M R 210.00**

Medication (prescription or non-prescription) may be administered to a student in school only by a registered nurse or a non-licensed person designated and trained by the school nurse.

Medications will only be administered to students in school if: a) there is a written order from a licensed prescriber (physician, dentist or nurse practitioner); b) there is written consent from a parent/guardian and c) the medication is in a pharmacy-labelled container or the manufacturer's original container.

Medication must be delivered to school by a parent/guardian (or other responsible adult) unless otherwise prearranged with the school nurse.

Medication must be in the original pharmacy or manufacturer labeled container and contain no more than a thirty {30} days supply. Have the pharmacy prepare a separate container of medication to be kept at school.

**Special Medication Situations:**

- a. For short term medication, **e.g. those requiring administration for ten days or less**, the pharmacy-labelled container may be used in lieu of a licensed prescriber's order. If the nurse has a question, she may request a licensed prescriber's order.
- b. **Field trips** - Provisions for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent/guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
- c. **Standing Orders** - The parent/guardian may choose to have standing orders for the student by signing the "Standing Orders" form available from the school nurse. These orders contain Physician's written order for specific over-the-counter medications that can be given by the school nurse.

Self administration of medication by students will be allowed if: a) the school nurse, the student and parent/guardian agree that this is a viable and safe method of medication administration, and b) there is written permission from the student's parent/guardian. The school nurse may request a written order from a licensed prescriber for self-administration.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse, and the reason for refusal explained.

**POLICY JHCD - INOCULATION OF STUDENTS**

The Committee wishes to protect all students from vaccine-preventable diseases. Immunization against these diseases is the most effective method to protect all students and members of the community. Therefore, the Committee recommends that the School District comply with MDPH Immunization Program Guidelines by requiring all students entering school for the first time, whether at kindergarten, transfer from another school system or Foreign Exchange student, to show proof of immunization against: diphtheria, tetanus, polio, measles, mumps, rubella, and Hepatitis B Virus.

**MINIMUM REQUIREMENTS:**

Minimum requirements for immunization for students entering school in Quabbin Regional School District will be those set forth in the Guidelines of the Immunization Program of the MDPH as published annually. Students who do not meet these requirements may be excluded from school until such time as they receive the vaccinations or provide proof of exemption.

Acceptable "proof" of immunization includes:

- a. Authorized (signed) physician's note
- b. Student Health Record cover page
- c. MDPH "Blue Book"

**EXEMPTIONS:**

Students will be exempt from these requirements as follows:

- a. Written documentation from a physician stating that the student's health would be endangered by a vaccination (Medical Exemption).
- b. Written documentation from the parents stating that immunization is contrary to the religious beliefs of the students or parent (Religious Exemption).
- c. Student on delayed scheduled of immunization with written documentation from physician.

AUTHORITY: MGL Chapter 76, Section 15  
MDPH 105 CMP 220.000 Immunization of School Children

**POLICY JHCA - PHYSICAL EXAMINATION OF STUDENTS**

The Committee desires to enable all students to obtain the full benefit of the District's educational opportunities. Good health is a primary factor in this endeavor. Therefore, the Committee requires that the School District comply with the MDPH A-5 CMR 200.00 as follows:

### **Physical Examination of Students**

Quabbin Regional School District required physical examinations as follows:

- a. Students entering school must have an exam within 6 months prior to entrance.
- b. All students in grades 4, 7, and 10 (6 months prior to or before completion of the school year).
- c. Students transferred from another school system shall be examined as entering students (physical 6 month prior to transfer or during the first year) unless school health record shows that a physical was done in the school year of transfer.
- d. Students planning participation in competitive athletics, annually, **prior to such participation.** (The school physician will examine athletes, except when a family wishes to have the examination done by their own physician at their own expense. In this case, a written report of physical examination must be submitted to the school nurse **prior to participation.**)
- e. Others:
  1. Students referred because of known physical defects that require repeated appraisal;
  2. Students referred due to frequent absences due to unexplained illness;
  3. Students referred from teacher-nurse conference because s/he is not making expected progress in school or because of signs of illness noted by the teacher or nurse.

Whenever possible, the QRSD encourages the performance of physical examinations to be done by the student's own private physician. If this is not possible, the QRSD will provide the services of the school physician to carry out the physical examination. In this case, notification of the parents and signed consent is required.

### **POLICY EBBA - FIRST AID**

The school attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call the school physician or other emergency medical personnel.

First Aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enable the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid **will not** be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

- a. The school nurse or another trained person will be responsible for administering first aid.
- b. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
- c. No young child who is ill will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive the child.
- d. In extreme emergencies the school nurse, school physician or principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
- e. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
- f. All accidents to students and staff members will be reported as soon as possible to the Superintendent.

### **Allergies - Bee/Insect Stings**

It is extremely important that each year parents notify the school of any allergic condition which afflicts their child, especially those associated with bee stings or the bites of insects. Stinging insects are very common on the playgrounds, especially in the late spring and early fall. If your child requires immediate medical attention for stings, be sure to notify the school promptly.

### **Communicable Diseases (ACQUIRED IMMUNE DEFICIENCY SYNDROME) -- POLICY JHCC**

The purpose of any policy dealing with health services in the school is to help each child attend school in optimum health and to benefit from the school experience. It is with this purpose in mind that the Quabbin Regional School District Committee has adopted for use in the Quabbin Regional School District, policy and regulations jointly proposed by the State Department of Human Services concerning attendance by children with Acquired Immune Deficiency Syndrome (AIDS) or clinical evidence of infection with the Human Immune-deficiency Virus (HIV). (Copies of Regulations are available upon request from the Superintendent's Office.)

Some conditions which could require temporary exclusion from school are Chicken Pox, Impetigo, Pediculosis (head lice), Conjunctivitis (pink eye), Staph/Strep Infections, Scabies, Ringworm, and other contagious conditions.

Upon return to school, the child must report to the school nurse or principal before returning to class.

### **School Nurse**

The school nurse is available throughout the school day to provide emergency care. Immediate and temporary care is provided in case of accident or sudden illness. Treatment and after care is the responsibility of the family.

Students who become ill while at school are to be escorted to the nurse's office. The nurse will contact parents if, in her judgement, the child should be dismissed.

Students whose physical education activities must be limited or omitted, must present a physician's certificate to the nurse stating such restrictions.

**Note: Any student taking medication of any type, including aspirin, in school, must deposit medication at the Nurse's Office at the beginning of the school day with a note from the physician stating the name of the medication, time to be taken, dosage, and reason for medication. Medications may be taken home daily if necessary.**

Parents should notify the nurse of any children who require special consideration due to hearing loss, allergies, physical handicaps, etc.

### **School Psychologist/Counselor**

Through testing, evaluation, and diagnosis, the school psychologist prescribes programs and procedures to best meet student needs.

## **CODE OF CONDUCT AND STANDARDS OF BEHAVIOR**

### **Cafeteria Rights and Responsibilities**

Every student at the Quabbin Middle School has the right to dine in a cafeteria setting that is safe, pleasant and stress free. We are all responsible for creating and maintaining that environment. To do so you must refrain from ...

- ... loud conversation or yelling
- ... littering tables or the floor
- ... throwing or "flicking" food
- ... playing with food
- ... racing out of the lunchroom
- ... banging on the tables
- ... moving to another table
- ... hitting or poking other students  
(even if you are "good friends" and  
you are "just fooling around")

You can help to maintain this by . . .

- ... picking up your trays and trash immediately when you are finished.

If you fail to assume your responsibilities as a student . . .

- ... you will be seated at an alternative table for a period of time determined by the monitors.

If this action doesn't help you assume your responsibility in the lunchroom it will be necessary for you to eat lunch outside of the cafeteria.

### **Student Bus Behavior**

Any misconduct on a bus, will be reported by the driver to the building level administrator or Transportation Coordinator, who will report the incident and any associated disciplinary action taken to parents.

Required conduct on the bus:

1. Riders must be on time at the bus stop
2. Riders will only enter and leave the bus at regular stops
3. Orderly behavior and respect for the driver and private property will be required.
4. Instructions and directions of the driver must be followed by the rider when entering or leaving the bus.
5. Riders must remain in seats when the bus is in motion
6. Whistling and shouting are not permitted
7. Profanity and obscene language are forbidden
8. Smoking is prohibited
9. The following disturbances are prohibited:
  - Pushing or wrestling
  - Annoying another passenger or disturbing their possessions
  - Talking to the driver
  - Throwing objects within the bus or out of the window
  - Climbing over the seats
  - Opening or closing the windows
  - Leaning out of the windows

- Littering the bus
  - Eating or drinking on the bus
  - Harassment of other students
10. Parents will be held responsible for any damage inflicted by their children.

**Bus Assignments**

Students must ride the bus that they have been assigned. **Bus passes are only issued in an emergency and not for social reasons.** If it is necessary for a student to ride a different bus, the student must bring written permission from a parent or guardian to the middle school office before school. The parent will be contacted to verify the situation. A bus pass will be issued at the end of the school day. Only in cases of extreme emergency, will a telephone call giving permission be accepted.

**Bus Misconduct Penalties:**

First Offense	Written Warning
Second Offense	Loss of bus privilege for one day (Attendance remains mandatory)
Third Offense	Loss of bus privilege for 10 school days. Parent conference with school administrator required before reinstatement. (Attendance remains mandatory)
Further Offenses	Hearing before Quabbin Regional School District Committee

**General School Rules**

In order to protect everyone's rights, the following behaviors are not allowed. Students who exhibit these behaviors will be disciplined.

- Disrespectful language or conduct;
- Uncooperative behavior or disruption of classroom or school-sponsored activity;
- Stealing, or taking by force, things that belong to others;
- Damaging or defacing property of others or the school, including graffiti;
- Behaving on school buses, bus stops, corridors, class, etc. in ways that put others in danger;
- Interfering with other students' learning by continuously and purposefully making noise;
- Using sexually offensive or intimidating language, gestures, or body contact;
- Being in places in school where you should not be;
- Refusing to obey the reasonable request of school personnel, e.g. refusing to give name, giving a false name, refusing to leave an area, refusing to report to office, etc.
- Possession (including use) of any illegal or dangerous items, such as, but not limited to, knives, tobacco, matches, lighters, alcoholic beverages, fireworks, drugs, firearms or anything resembling a firearm (see Massachusetts General Law Chapter 72 Section 37H page 22).

**DISCIPLINE PROCEDURES**

**Informal Discipline Steps**

When behavior problems occur, they will be dealt with as fairly as possible, on an informal basis between the teacher/team and student. This may involve counseling by the teacher in an effort to help improve the situation, or a temporary removal from class.

**Formal Discipline Steps**

When a pattern of behavior develops which interferes with the student's learning and/or that of other students, it may become necessary for the school to implement formal discipline procedures. This is intended to make the student aware that his/her behavior must change immediately.

Formal discipline steps begin with written demerits, in-school suspensions, or out-of-school suspension and concludes with a hearing before the Discipline Council.

**Official Suspension** - immediate in-school or out-of-school suspension authorized by the administration in cases where such suspension is deemed appropriate.

**Appeal Process**

All students and parents have the right to appeal an action of discipline. In order to request an appeal, the parent/guardian needs to complete the Discipline Appeal Form. In the completing of the form, parents/guardian will need to explain in detail the reason for the appeal. Completed forms should be returned to the Principal.

## **Demerit System**

### **Characteristics/Legal Considerations**

A demerit system will be used to meet specific student discipline needs and will be developed to include the following characteristics:

- a. *Communication* - All concerned parties will have an opportunity to be heard, and all will be informed at appropriate times as to the disposition of the matter. Specifically, student, teacher, and administrator will be involved in an initial hearing through the medium of the "*Behavioral Referral Sheet*". The student will be notified immediately of any disciplinary decision and the decision will then be communicated in writing to the teacher. In addition, parents/guardians will be notified at scheduled intervals and/or for specific offenses.
- b. *Legal Considerations* - The primary elements of due process will be an integral part of the system. Specifically:
  1. *Notice* - Students will be given a general notice describing offenses, as well as a specific notice and/or description of violations. The demerit system will be clearly and specifically outlined for students prior to the opening of school each year and students will always be given the opportunity to discuss with an administrator any violations reported by a staff member.
  2. *Hearing* - Students will be given an *opportunity* for a hearing prior to punishment. Each time a demerit offense is alleged, a student will not only be allowed to read the teacher's statement regarding his/her actions, but also will be given an opportunity to react to the charge both verbally and in writing.
  3. *Appeal Process* - The hearing administrator will function as an appeal agent, if a student refutes the teacher's charge. In addition, when an accumulation of demerits results in suspension, the student will have the right of appeal to the Superintendent of Schools as provided for by policy.

### **Assignment of Demerits**

In most instances, demerits will be given to students only after a staff member has attempted to deal with a student by:

- a. discussing unacceptable behavior with student
  - b. notifying the student's parents/guardians of the problem; and/or
  - c. assigning teacher retention. If such approaches have not proved successful, a behavior referral will be made to the administrator and the resolution of the discipline situation will become a matter of administrative concern.
- A. Disciplinary action shall be taken according to the following format:

#### 1 Demerit

Late to class/school

#### 2 Demerits

Open beverage container/food\*  
Inappropriate language  
Littering

\*Students may bring approved water bottles to class. An approved water bottle is a bottle that is closed, transparent, and appropriate for water. Glass containers are not approved. Restrictions: Students may consume water **ONLY**. Students may not bring water bottles containing any other beverages (including sports drinks) to class. At the discretion of individual teachers, additional restrictive guidelines may apply for the use of water bottles in special areas denoted by the teacher, such as but not limited to, science laboratories, computer laboratories, the media center, and the auditorium. Teachers will explain modifications to this policy in their Course Expectations, or clearly post modifications in the restricted area.

#### 3 Demerits

Misconduct  
Defacing school property  
Gum chewing

#### 4 Demerits

Harassment  
Deceit, verbal or written

#### 5 Demerits

Insubordination/disrespect  
Malicious destruction of property  
Unauthorized area

### **Referral to Administrator for School Suspension**

Cutting class (after 10 minutes)  
Fighting and other physical violence  
Gross disrespect to staff  
Harrassment  
Leaving school property without permission  
Smoking/possession of tobacco products  
Theft

Truancy  
Use or possession of controlled or dangerous substances

## B. Demerit Accumulation

Accumulation of demerits will bring the following consequences:

1. *Accumulation of 4-6 demerits* - letter to parents/guardian to outline specific offenses.
2. *Accumulation of 10-12 demerits* - letter to parents/guardian -guidance counselor notified and consideration for referral to Special Services.
3. *Accumulation of 12 demerits* - two (2) day In School Suspension. (Consideration for referral to Special Services.)
4. *Accumulation of 24 demerits* - automatic In School Suspension for three (3) days.
5. **Accumulation of 36 Demerits**
  - Three (3) to ten (10) days suspension (administrator discretion in-school or out of school)
  - For regular education students an accumulation of 36 demerits may result in a hearing before the **School Discipline Council**.
  - For special education students an accumulation of 36 demerits may result in a **Team Meeting** to review the adequacy of student's placement.

## C. Merit Consideration

Students are encouraged to be good school citizens. The merit system is designed to encourage positive behavior around school. Any student can apply for merits upon meeting the following requirements:

1. Once 15 school days in attendance have passed, from the date of your last demerit offense, and there is no further demerit accumulation, up to 4 demerits will be removed from your discipline file.
2. A student must initiate merit consideration by filling out the appropriate form in the main office-- meeting the requirement above.
3. All suspension demerits are excluded.

## IN SCHOOL SUSPENSION

When a student is assigned to an In School Suspension, the following procedures shall be in effect:

- A. Student will report directly to the office in the morning.
- B. Students will be confined to the room for duration of day including lunch. Bathroom facilities are located within the room. Students will not be excused from the room for any reason. Of course, any serious health situations will be dealt with by the administrator who shall be called to the In School Suspension room to deal with such matters.
- C. Students will be required to work on materials provided by academic teachers; student will complete form to request more work.
- D. The rules for student behavior are as follows:
  1. All books and writing materials will be brought to the in-house detention room in the morning.
  2. Students are not permitted to have conversations with other students.
  3. Students may not leave their seats with out permission of the supervisor
  4. Students may not sleep or rest their heads on the desk
  5. Time must be spent on schoolwork that must be given to the supervisor at the end of the school day.
  6. Students must sit in desks in the appropriate manner (desks and chair legs on the floor).
  7. Students may not eat in the in-house suspension room except during lunch period.
  8. Regular classroom rules will apply to the in-house suspension room: students will raise their hand to ask a question and remain in their seat
  9. To receive additional work from a teacher, students must request a student request form from the supervisor.
  10. Any infraction of the rules can result in additional days of in-house suspension or out-of-school suspension.
  11. Students will be notified of any change in these rules that may occur due to unforeseen circumstances.
- E. Students are denied participation in all extra curricular activities whether held during the day or after school during the period of suspension. The period of suspension begins the day the student reports to the In House Room and ends when the student *has completed the In School Suspension period, e.g. at midnight of the last day of suspension*. Suspended students shall be required to go home on the regular school day dismissal bus each day.
- F. Any student who leaves the In School Suspension facility without permission and/or against the specific request of the monitor, will be suspended out of school and not allowed to return to school without his/her parent/guardian. Upon return to school with his/her parent/guardian, the student will meet with an administrator and will be returned to the In School Suspension program until all assigned time has been properly served. If a student leaves the in school facility without permission a second time, he/she will be suspended from school until a School Discipline Council hearing can

be scheduled to review a serious disciplinary situation. At this hearing, the Discipline Council will decide what disciplinary action shall ensue.

#### **STUDENT PROBATIONARY STATUS - FOLLOWING EXCLUSION FOR SUCCESSIVE DEMERIT ACCUMULATION**

- A. Students who are excluded as a consequence of demerit accumulation and later violation of probationary conditions, may be allowed to return to school the following year. Upon returning, however, students re-enter on a clearly defined probationary basis which provides that upon the accumulation of 18 demerits, said student must appear before the Quabbin Regional School Committee for an initial hearing and will be readmitted on an extended probationary basis, the specifics for which shall be determined by the Committee. Upon violation of the probationary conditions set by the Committee, the student's parent(s)/guardian(s) are notified that the extended probation has been violated and that the student is excluded on the basis of the previous Committee hearing. Parent(s)/guardian(s) are *offered* the right to another hearing to discuss subsequent incidents and/or alternatives outside the school. This hearing is held only if requested by the parent(s)/guardian(s).
- B. The academic status of students who are recommended for readmission in September, following a disciplinary exclusion the previous school year, will be evaluated prior to the re-entry by a committee established for that purpose. The review committee consists of the appropriate grade-level administrator, guidance counselor, and two academic teachers. The purpose of this committee is to review the student's achievements prior to exclusion to determine where work should be repeated, what credit can be granted, and what kind of schedule can which can most appropriately meet the needs of the student in question. The student will be scheduled upon the recommendation of this committee.
- C. Students who have accumulated 36 demerits two (2) years in a succession, will re-enter Quabbin the following year on probationary status as described A. above.
- D. Readmission is not to be construed as an automatic right, but rather will be considered only after a formal request, in writing, has been made by the parent/guardian to the principal.

#### **OUT OF SCHOOL SUSPENSION**

##### **Immediate Out-Of-School Suspension**

Serious offenses such as fighting, assault, drug/alcohol use, distribution or possession of drugs, possession of weapons (guns, knives, etc.), possession or use of firecrackers, making bomb threats, extreme vandalism, etc. will result in immediate suspension of the student.

**Gross Disrespect** to a staff member may result in a student being placed on immediate out of school suspension for at least two (2) school days.

#### **SCHOOL COMMITTEE POLICY**

##### **POLICY JGD REGULATIONS**

##### **Student Suspended From Attendance**

Temporary suspension and permanent exclusion from attending school negate the purpose for public education. They may also violate the rights of individuals under law if not utilized with proper due process procedures. For these reasons the School Committee regards compulsory removal of a student from attendance as an extreme penalty *which shall be exercised only in cases of a serious nature as determined by the administration*. Such a measure may also be justified when it is in the best interest of the students and the school.

The administration establishes and practices regulations and procedures necessary to manage the school effectively. It resorts to suspension only as a final and/or necessary action. In cases of suspension this process and procedure is to be followed:

##### **A. Class Suspension**

1. Temporary Class Suspension...may be exercised by the teacher in charge of the class and may not exceed one class session. The cause is to be reported by the teacher to the Administration in writing, and the student is required to spend the class in the office.
2. Permanent Class Suspension...may be authorized by the Administration after a full investigation and after parents and students have had the opportunity to be heard. When permanent suspension from class is authorized, the cause shall be furnished to parents in writing. A copy will be filed in the student's record. Nothing herein shall prevent an administrative transfer of a student from one class to another to improve the problem.

##### **B. School Suspension**

1. Demerit Suspension...*may be imposed* by the Administration upon accumulation of demerits by a student in accordance with the Quabbin Regional Middle School Merit/Demerit Program suspension procedure.
2. Official Suspension...*may be imposed* by the Administration in cases involving violations of the alcohol/drug nature as *prescribed by School Committee Policy*.
3. Official suspension may also be imposed by the Administration in all cases where the seriousness of the infraction warrants immediate out of school suspension.

### **C. Due Process Considerations**

1. Students shall be granted the right to an informal hearing with an Administrator that shall consist of oral or written notice of the charges against him/her, and if charges are denied, an explanation of the evidence supporting said charges. The student shall also be granted the right to present his/her side of the issue.
2. In suspensions based upon accumulative demerit violations, the above rights shall have been granted *each time demerits were imposed*.
3. A student whose presence poses a continuing danger to persons or property or a continuing threat of disruption of the academic process may be suspended immediately. In such cases, however, the necessary notice and informal hearing should follow as soon as possible and practicable.
4. In all cases of suspension (demerit or official), parents and students shall be notified, in writing and shall be given a copy of Policy JII, Student/Parent Grievance Procedures. An explanation of appeal procedures cited in this policy will be offered.
5. The Administration shall not suspend any student for more than ten (10) *consecutive* school days without a formal School Committee hearing to determine the appropriateness of such action, *except when established policies or regulations specify penalties for cited misconduct to be greater than ten (10) consecutive school days* (e.g. Drug/Alcohol Policy).

### **D. Other Considerations**

1. Both the Superintendent of Schools and the School Committee shall be informed of school suspensions at the meeting following such action.
2. In cases where official suspensions have been *imposed*, it shall be the responsibility of the school staff to make course assignments available to the suspended student during his/her time of absence. The suspended student, however, will not be allowed to take part in athletic and social activities during the period of his suspension.

### **POLICY JGD REGULATIONS**

#### **Long Term Suspension - (More than Ten (10) Consecutive School Days)**

The administration shall not suspend any student for more than ten (10) consecutive days without a formal School Committee hearing to determine the appropriateness of such action.

In conjunction with his/her rights, students and parents are advised that the following components of procedural due process will be provided:

- the right to adequate notice and time to prepare for the hearing.
- the right to call witnesses.
- the right to cross-examine.
- the right to be represented by counsel (at your own expense), or by any other advocate of your choice.
- the right to an unbiased determiner of the facts (e.g. the School Committee).
- the right to a reasonably prompt decision in writing based solely on evidence presented at the hearing.

The duration of a suspension shall be left to the judgment of the administration, except in those cases in which such duration is clearly established and defined by policy and/or regulation.

#### **Discipline and Students with Disabilities**

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than

ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

- (1) Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "disciplinary change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During days of disciplinary exclusions exceeding ten (10) school days in a single school year, special education students have the right to receive services necessary to provide the student with a free appropriate public education.
- (2) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan and, where appropriate, conduct a functional behavioral assessment.
- (3) If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary change in placement was a manifestation of the student's disability, the student will not be subjected to further disciplinary removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.
- (4) If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

#### **POLICY JGE/EXCLUSION/EXPULSION**

The Committee recognizes its responsibility under law to exercise thorough and proper "due process" in any situations where students are denied access to the educational programs and/or services provided by the school system.

The Committee recognizes and assumes its singular responsibility for the decisions that would exclude or expel a student. The evidence for taking an action that excludes or expels a student shall be clearly presented to the Committee in writing and discussed at length to make certain that the safety and welfare of the student is carefully weighed against the safety and welfare of the other students and/or staff. The Committee also shall examine alternative educational programs or services that are available before exclusion from total school experiences is imposed.

The Committee, either directly or through its administrative agents, shall cause the following procedural practices to be followed in the matters of exclusion and/or expulsion.

- A. Any student being considered for exclusion or expulsion shall be given a written notice of the date and time of the School Committee meeting at which the consideration of the exclusion or expulsion will be discussed, accompanied by an invitation and encouragement to be in attendance and share testimony on his/her own behalf.
- B. The parents or legal guardians of any student being considered for expulsion or exclusion shall be sent a written notice of the date and time of the School Committee meeting, at which time consideration of exclusion or expulsion will be discussed, accompanied by an invitation and encouragement to attend and share testimony and otherwise be heard on the matter.
- C. Both student and parents shall be provided copies of this policy and copies of Chapter 76, s.16 and 17 of the Laws of the Commonwealth in advance of any Committee meeting where discussion and/or decision about exclusion and/or expulsion are to be conducted. Students under consideration for expulsion shall be accorded all due process considerations as are defined for purposes of long term suspension in Policy JGD.

Expulsion may be considered, at the request and recommendation of the Superintendent, under the following circumstances:

1. In instances where a student's continued presence poses a danger to persons or property, or poses a continued threat to the disruption of the academic process.

2. In instances whereby a student has been suspended three (3) times by a building administrator and/or has violated such conditions of probation as may have been established by the Superintendent relative to the continued attendance of said student within the school system.

Re-admittance to the Quabbin Regional Schools may be considered at a later date upon the basis of a student/parent petition for such an opportunity. The decision to reconsider shall be left to the discretion of the Committee.

### **EXPULSION**

Section 36 of the Education Reform Act of 1993 states that any student found in possession of a dangerous weapon or a controlled substance or who assaults a school staff member shall be subject to expulsion.

From: LAWS OF THE COMMONWEALTH OF MASSACHUSETTS  
CHAPTER 76: s.16, Children Excluded From School, Remedies

Any pupil who has attained age eighteen, or the parent, guardian or custodian of a pupil who has not attained said age of eighteen, who has been refused admission to or excluded from the public schools or from the advantages, privileges and courses of study of such public schools, shall on application, be furnished by the School Committee with a written statement of the reasons therefore, and thereafter if the refusal to admit or exclude was unlawful, such pupil may recover from the town or, in the case of such refusal or expulsion by a regional school district, from the district, in tort and may examine any member of the School Committee or any other officer of the town or regional school district upon interrogatories. Amended by St. 1971, c622, s.2; St. 1977, c.545.

### **CHAPTER 76:S.17, Hearing Prerequisite to Exclusion**

A School Committee shall not permanently exclude a pupil from the public schools for alleged misconduct without first giving him and his parent or guardian an opportunity to be heard.

## **CONTROLLED AND DANGEROUS SUBSTANCES**

### **POLICY JCDAC**

#### **CONTROLLED SUBSTANCES AND OTHER DANGEROUS SUBSTANCES USE/POSSESSION AND/OR DISTRIBUTION**

#### **Purpose**

The Quabbin Regional School District seeks to keep the public school environment free from the use and presence of controlled substances (e.g. illegal drugs and prescription) and other dangerous substances (e.g. over-the-counter medications and alcohol).

Students may be disciplined for being in the possession of controlled substances or other dangerous substances on school property, including school buses or at any school-sponsored event. Students in possession of any controlled substances while on school property or any school-sponsored event will be subject to disciplinary measures as provided for in Mass. Gen. L. ch. 71, Section 37H. Any student who needs to take prescription medication shall follow the policies, regulations and procedures set forth by the School Committee and School Administration (Policy JHCD-Administering Medications to Students) or shall be subject to student discipline under Mass. Gen. L. ch. 71, Section 37H.

Students in possession or under the influence of other dangerous substances, as defined herein, and students who are under the influence of a controlled substance (which have not been administered pursuant to policy JHCD) while on school property or at school-sponsored event shall be subject to disciplinary action, including possible expulsion.

The Committee encourages the school and the community to cooperatively develop and conduct programs that provide every student with a good understanding of the physical, psychological and social dangers associated with substance abuse.

All students and employees with knowledge of the use and/or possession of controlled or dangerous substances as defined on school property and/or at school-sponsored events are expected to report said information to the building administrator and/or the superintendent who are expected to report such information to the police as appropriate.

The Superintendent of Schools is expected to take whatever lawful action s/he determines to be necessary to implement this policy including but not limited to the following:

- requiring building administrators to develop codes of discipline for students pursuant to the requirements of Massachusetts General Laws, Chapter **37H**;
- conducting periodic training of personnel related to the implementation of this policy;
- cooperating with other departments within town government to achieve the objectives of this policy;
- recommending such programs and/or services for students and employees, which s/he deems appropriate to achieve the purposes of this policy.

## Definitions

**"CONTROLLED SUBSTANCE"** - The term "Controlled Substance" as used in this policy refers to, but is not limited to, the following: marijuana, amphetamines, anabolic steroids, barbiturates, cocaine, codeine, hashish, LSD, methadone, peyote, mescaline, hallucinogens, as well as drug paraphernalia.

**"DANGEROUS SUBSTANCE"** – The term "Dangerous Substance" includes but is not limited to alcohol, organic solvents (glue, cleaner, aerosols), over-the-counter medications, and nutritional supplements.

**"POSSESSION"** - The term "possession" as used in this policy means having actual possession on one's person and/or constructive possession meaning that it may be under one's control even though it may not be in one's immediate possession (e.g. in a bag, locker, automobile or hidden location on school property or at a school sponsored event, including in the custody of another person).

## CROSS REF: KLG, relations with Police Authorities

Adopted by the Quabbin Regional School District Committee: June 1978

Revised: June 1979; July 1982; February 1991; January 1994; March 1999; June 2004

## POLICY JCDAC REGULATIONS

### I. Guidelines

#### 1. INVESTIGATIONS

The administration has both the authority and responsibility to investigate any person, or his/her locker, or other possessions in the school or on the premises where there is reasonable suspicion of possession of a controlled or dangerous substance. Canine investigations in school buildings may be performed by authorized law enforcement personnel at the request of and under the direction of the administration according to procedures outlined in this policy.

#### 2. EXAMINATIONS AND INTERROGATIONS

The administrative team or a designee is authorized to conduct an examination of any student in the Quabbin system if there is reasonable suspicion that the student is in possession of a controlled or dangerous substance.

#### 3. DETAINING

Any student, when there is evidence of use or possession of a controlled or dangerous substance or material suspected to be a controlled or dangerous substance, will be detained until the parent(s)/guardian(s) and proper authorities have been notified and assume responsibility for the case.

#### 4. POLICE INVOLVEMENT

Evidence of possession and/or distribution of a controlled or dangerous substance or materials suspected to be a controlled or dangerous substance (e.g. alcohol) is a matter for direct involvement of the police.

#### 5. EVIDENCE OF BEING UNDER THE INFLUENCE

Admission by a student of consumption of a controlled or dangerous substance or judgment of and/or witness by a staff member may be sufficient evidence to establish that a person has made use of a controlled or dangerous substance (is under the influence) for purpose of this policy.

#### 6. STUDENT RESPONSIBILITIES

Students have both the right to and are encouraged to report violations of this policy and regulations, as any such possession and/or use of a controlled or dangerous substance in the school system vitally affects their interests.

#### 7. EMPLOYEE RESPONSIBILITY

Employees who observe behavior that would indicate use or possession of a controlled or dangerous substance should report such behavior to the administration. Employees may be assigned monitoring responsibilities throughout the school facilities and on school grounds.

#### 8. PARENT INVOLVEMENT AND RESPONSIBILITIES

Parents/guardians have both rights and responsibilities in matters that affect their children and particularly in the matter of substance abuse. Parents/guardians should be notified immediately whenever their child(ren) is (are) reasonably suspected to be in violation of this policy and its regulations. The administration will share all information about the individual child's involvement and responsibilities with parents or guardians to the greatest extent permissible by law.

#### 9. SUPPORTING OR CONCEALING

A student who knowingly supports or conceals the use, possession, or distribution of controlled or dangerous substances in the school, is in violation of school regulations and may be subject to disciplinary actions.

### II. Penalties – Controlled Substances

#### 1. CONCEALING USE OF A CONTROLLED SUBSTANCE

Any student enrolled in the Quabbin Regional School District who actively participates in concealing the use, possession of, and/or sale/distribution of a controlled substance in school by another party may be suspended for a period of five (5) school days.

2. POSSESSION

Any student enrolled in the Quabbin Regional School District who is in possession of a controlled substance may be suspended for a period of ten (10) school days. Such a student may be subject to further disciplinary action up to and including expulsion pursuant to M.G. L. c. 71 sec. 37H.

3. UNDER THE INFLUENCE

Any student enrolled in the Quabbin Regional School District who is under the influence of a controlled substance, which has not been duly authorized to be used in school, may be suspended for a period of ten (10) days.

4. REPEAT OFFENSES

Any student enrolled in the Quabbin Regional School District adjudged for the second time or more under procedures specified in this policy and accompanying regulations, to be actively concealing the use, possession, and/or distribution/sale of controlled substances may receive a double suspension for each subsequent infraction following the first offense. A more severe penalty could be imposed in accordance with M.G.L. ch. 71 sec. 37H. (Refer to policy JCDAC/Controlled Substances and other Dangerous Substances Use/Possession and/or Distribution)

5. SUSPENSION AND EXPULSION

In implementing penalties defined under these regulations, an informal hearing will be provided in each instance prior to issuing a short-term suspension (a suspension not more than ten (10) school days). The student shall be informed of the charges and an opportunity to tell his/her side of the story as well as be informed of the disciplinary consequences.

In case of a suspension exceeding ten (10) school days, students and parents/guardians will be advised of their rights under Policy JII – Student Complaints and Grievances. In the case of a disciplinary hearing under M.G. L. c. 71 sec. 37H, school officials shall adhere to the requirements of the law in providing due process and in carrying out disciplinary action.

6. MATERIAL SUSPECTED OF BEING A CONTROLLED SUBSTANCE

A student may be suspended for possessing, or distributing, any material that is suspected of being a controlled substance.

**III. Penalties – Dangerous Substances**

1. CONCEALING USE OF DANGEROUS SUBSTANCES

Any student enrolled in the Quabbin Regional School District who is actively participating in concealing the use, possession of, and/or sale/distribution of dangerous substances, as defined in the policy, in school by another party may be suspended for a period of five (5) school days.

2. POSSESSION

Any student enrolled in the Quabbin Regional School District who is in possession of a dangerous substance may be suspended for a period of ten (10) school days.

3. UNDER THE INFLUENCE

Any student enrolled in the Quabbin Regional School District who is under the influence of a dangerous substance which has not been duly authorized to be used in school will be suspended for a period of ten (10) school days. The consumption of alcohol or use of any other dangerous substance in any amount while in attendance at school or any school sponsored event will be considered a violation of regulations against substance use. Alcohol on the breath or a positive breathalyzer test is sufficient evidence to enforce these regulations.

4. POSSESSION WITH INTENT TO SELL OR DISTRIBUTE

Any student enrolled in the Quabbin Regional School District adjudged under the procedures specified in this policy to be in possession of a dangerous substance with intent to sell or distribute may be suspended for a period of twenty-five (25) school days.

5. DISTRIBUTION AND /OR SALE OF DANGEROUS SUBSTANCES

Any student enrolled in the Quabbin Regional School District adjudged under procedures specified in this policy to be actively distributing and/or selling a dangerous substance in school may be suspended for a period of thirty (30) school days.

6. REPEAT OFFENSES

Any student enrolled in the Quabbin Regional School District adjudged for the second time to be in possession of, possession with intent to sell/distribute, having made use of, or having distributed dangerous substances to another, may be considered for exclusion at a hearing conducted by the Quabbin Regional School District Committee.

Any student enrolled in the Quabbin Regional School District adjudged for the second time or more to be actively concealing the use, possession, and/or distribution/sale of dangerous substances may receive a double suspension for each subsequent infraction following the first offense.

7. SUSPENSION

In implementing penalties defined under these regulations, an informal hearing will be provided in each instance prior to issuing a short-term suspension (a suspension not more than ten (10) school days.) The student shall be informed of the charges and an opportunity to tell his/her side of the story as well as be informed of the disciplinary consequences.

In case of a suspension exceeding ten (10) school days students and parents/guardians will be advised of their rights under Policy JII – Student Complaints and Grievances.

8. MATERIAL SUSPECTED OF BEING A DANGEROUS SUBSTANCE

A student may be suspended for possessing, or distributing, any material that is suspected of being a dangerous substance.

**IV. Comprehensive Disciplinary Contract**

Any student suspended due to violation(s) of Policy JCDAC may be required to enter into a comprehensive discipline contract with a team of school administrators as soon as is reasonable. Such a contract may include one or more of the following and will be developed subsequent to discussion(s) with both the student and his/her parent(s)/guardian(s).

- Participation of student and/or parents in a substance abuse group or individual counseling program with either an outside or In-school agency and/or group.
- Work in the school community such as after school hours custodial work.
- Social probation (exclusion from all extra-curricular activities and programs) for a specific time period.
- Required attendance at a Quabbin Regional School Committee meeting for review of the specific disciplinary case.
- Attend one or more Alcoholics Anonymous (A. A.) / ALATEEN meetings.
- Assignment to in-school suspension.
- Other sanctions as determined and outlined by the school administration.
- Meeting with local police officials to discuss the specific incident and other disciplinary options in which the police department would be involved.
- Community service work with local clergy and/or civic organizations.
- Other sanctions as determined and outlined by the Administrative Team\*

\* The Administrative Team will consist of at least three members:

- Building Administrator(s)
- Guidance Counselor(s)
- School Nurse
- Special Education Director (If student is a special needs student)
- Pupil Personnel Director

**CROSS REF: JIH, Interrogations and Searches  
JII, Student Complaints and Grievances  
KLG, Relations with Police Authorities**

**CONTROLLED OR DANGEROUS SUBSTANCES  
Procedures to Accompany Policy**

**I. Under the Influence of a Controlled or Dangerous Substance**

If any staff member and/or student observes or has reason to suspect that a student is under the influence of a controlled or dangerous substance the following procedures should be followed:

**Specific Procedures - During Regular School Day**

1. The building administrator or designee should be notified immediately of the location and condition of the person.

2. The individual will be assessed by the school nurse.
3. If the administrative team believes that a controlled or dangerous substance is influencing the student, an attempt should be made to determine the nature of the substance.
4. The student will be transported to an appropriate medical examination center or location if it is deemed necessary.
5. The Administration will attempt to contact the parent/guardian by phone or via local police as soon as possible.
6. For students who appear to be under the influence, the administration will have reasonable suspicion to believe that the involved person is in possession of a controlled or dangerous substance and shall conduct a search of the person, his/her locker, motor vehicle (if parked on school property), and/or other possessions in the school or on school grounds. If possible, at least two staff members will conduct the search.
7. A student who is under the influence of a controlled or dangerous substance in violation with this policy may be suspended in accordance with the procedures described herein and may be subject to further disciplinary action, up to and including expulsion.

#### **Specific Procedures - At a School Sponsored Event**

1. The staff member(s) in charge of a school-sponsored event will be notified and directed to the suspected violator. If present, a police officer will be involved to assist in analyzing the evidence of use of a controlled or dangerous substance. If no police officer is present, the suspect will be detained until a school administrator or designee can be notified.
2. The student will be detained until parents/guardians arrive.
3. A student adjudged to be under the influence of controlled or dangerous substance may be suspended in accordance with the procedures described herein and may be subject to further disciplinary action, up to and including expulsion.

## **II. Possession of Controlled Substances**

If any staff member and/or student observes or has reason to suspect that a student is in possession of a controlled substance on the school property or at school sponsored events:

1. A student shall report to a teacher or an administrator. A teacher shall report the suspicion to a member of the administrative team or designee.
2. Any member of the staff has the authority and responsibility to confront and question any student, and further, has the authority to take from such persons any materials that are suspected to be a controlled substance. If possible, at least two staff members will be present and witness the confrontation and confiscation of possessions.
3. The case should be turned over as soon as possible to one of the administrators or designee who will (with the help of at least one other administrator or staff member) establish if sufficient evidence of possession exists. School officials shall make an effort to provide the parents the opportunity to be present during any police investigation. However, school officials are not to interfere with the police investigations and the inability to contact parents/guardians will not unduly delay the involvement of the proper authorities.
4. Desks and lockers are considered school property. Students shall have no expectation of privacy with respect to the contents of their locker or desk and the administration shall have the right to search the contents therein. Additionally, the administration has the right to search the student's vehicle, and/or other possessions for evidence of controlled substance if there is a reasonable suspicion that the student is in possession of such substances. If possible, at least two staff members will conduct such a search. All evidence of controlled substances will be turned over to the police. Controlled substances found in a student's locker, in his/her vehicle, or other possessions considered to be his/hers, may be grounds for suspension or expulsion on the basis of possession pursuant to M. G. L. c. 71 sec. 37H.
5. If the evidence exists (including the admission of the student) that a violation did occur, the student will be immediately suspended for a maximum of ten (10) days provided that the student will be afforded notice of the charge and an opportunity to be heard. For suspensions greater than ten (10) days or expulsions by the principal, the procedures set forth in M.G.L. c. 71 sec. 37H, shall be followed.

6. Whenever a student is suspended under these procedures, the administration will notify the parents/guardians as soon as possible.

### **III. Possession of a Dangerous Substance**

If any staff member and/or student observes or has reason to suspect that a student is in possession of a dangerous substance or involved in the distribution of dangerous substances in or on the school property or at school-sponsored events:

1. The suspicion should be immediately reported to a member of the administrative team or designee.
2. Any member of the staff has the authority and responsibility to confront and question any student, and further, has the authority to take from such persons any dangerous substances. If possible, at least two staff members will be present and witness the confrontation and confiscation of possessions.
3. The case should be turned over as soon as possible to one of the administrators or designee who will (with the help of at least one other administrator or staff member) establish if sufficient evidence of possession or distribution exists. School officials shall make an effort to provide parents the opportunity to be present during any police investigation. However, school officials are not to interfere with police investigations and the inability to contact parents/guardians will not unduly delay the involvement of the proper authorities.
4. Desks and lockers are considered school property. Students shall have no expectation of privacy with respect to the contents of their locker or desk and the administration shall have the right to search the contents therein. The administration has the right to search the vehicle, and/or other possessions for evidence of dangerous substances. If possible, at least two staff members will conduct such a search. Dangerous substances found in a student's locker, in his/her vehicle, or other possessions considered to be his/hers, may be grounds for suspension on the basis of possession.
5. If the evidence exists (including the admission of the student) that a violation did occur, the student may be suspended in accordance with procedures described herein.
6. Whenever a student is suspended under these procedures, the administration will notify the parents/guardians as soon as possible.

### **IV. Use of Breathalyzer**

#### **Part I: School Sponsored Events**

1. The administration will determine at which school-sponsored events the breathalyzer test procedures will be used. These events will include, but are not limited to, proms, dances, concerts, overnight activities, athletic events, etc.
2. The administration will determine the manner by which the students will be tested: entire group or random selection by lottery. The administrator or designee present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test on entering the event.
3. Students attending these school-sponsored events may be required to take a breathalyzer test administered by a trained member of the staff prior to entering the event.
  - a) Any student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes.
  - b) If this test is also positive the student will be denied entrance to the event, detained by school officials until parents/guardians arrive, and be suspended for ten (10) school days.
  - c) Students who refuse the test will be denied entrance to the event and detained until parents/guardians arrive to remove them.
  - d) If a student who is suspected of using alcohol as described herein refuses the test, that student will be denied entrance, detained and sent home with a parent/guardian and will be suspended for ten (10) school days.
4. A student already in attendance at a school-sponsored event suspected of being under the influence will be tested or retested.
  - a) If this test is positive the student will be detained until parents/guardians arrive and be suspended for ten (10) school days.
  - b) If a student who is suspected of using alcohol as described herein refuses the test, that student will be detained and sent home with a parent/guardian and will be suspended for ten (10) days.

5. Students and parents/guardians will be notified in advance in writing that a breathalyzer will be performed at the event and the manner by which students will be tested. Included in this notification will be a statement of the consequences of a positive test and refusal.

#### **Part II: During the School Day**

1. A trained member of the school staff, in the presence of an administrator, may give any student who is suspected of being under the influence of alcohol according to the regulations of this policy a Breathalyzer test.
  - a) A student who tests positive (any reading above 0.00) will be given a second test after a waiting period of five (5) minutes.
  - b) If this test is also positive school officials will detain the student until parents arrive; the student will be sent home, and be suspended for ten (10) school days.
  - c) A student who is determined to be under the influence as described herein and who refuses the test, will be detained until parents arrive, be sent home, and be suspended for ten (10) days.

#### **Part III: Training and Maintenance**

1. Training in the operation of the Breathalyzer will be performed by a certified distributor of the Breathalyzer, and will be updated annually.
2. A list of trained personnel will be on file in the school offices in the district and the superintendent's office.
3. The Breathalyzer test machine and a log of Breathalyzer tests will be secured and kept along with calibration and certification records of the testing.

#### **V. CANINE INVESTIGATION OF SCHOOL PREMISES**

1. In order to fulfill the purpose of this policy the administration may at any time utilize canines in the investigation of controlled substances (drugs) on school premises. Authorized law enforcement personnel under the direction of school administration will conduct this investigation.
2. The definition of "canine investigation" for the purpose of this policy is the use of trained canines by authorized law enforcement personnel under the direction of school administration to sniff the air around inanimate objects such as cars, lockers, desks and book bags while canines are in the hallways, classrooms, lavatories, parking areas and other areas of the school building.
3. Procedure for investigation by canines:
  - a) When using canines to investigate the presence of drugs in Quabbin Regional School District buildings the handlers will direct the canines to sniff inanimate objects such as desks, lockers, and book bags that are not in the possession of students, bathrooms that are not being used by students, classrooms that are not being occupied by students and cars parked on school grounds.
  - b) Canines may not be used to sniff students' persons or belongings in the immediate possession of students.
  - c) To investigate areas in use by students, school officials must escort the students from the area before the canines are brought into the room.
4. Procedure for presence of a controlled substance (drugs):
  - a) When a canine "alerts" to the presence of drugs in a particular place, school officials and law enforcement officials will determine the appropriate course of action.
  - b) Consideration should be given to using a second canine to corroborate the first canine "alert," and to whether the law enforcement officers or the school officials will conduct a hand search of the area. If possible at least two school officials will conduct such a search.
  - c) Any controlled substances found in a search must be turned over to law enforcement personnel in any circumstances.

#### **CROSS REF.: JIH, Interrogations and Searches**

**Regulations and Procedures: Revised: June 1978; June 1979; July 1982; February 1991; January 1994; March 1999; June 2004**

#### **TOBACCO USE AND POSSESSION**

#### **POLICY JFCG**

#### **Purpose:**

The purpose of this policy is to insure compliance with Massachusetts General Laws, Chapter 71, Section 37H.

Massachusetts General Laws, Chapter 71, Section 37H prohibits the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual including but not limited to students and school department employees. It is the policy of the School Committee that all school department employees are responsible for enforcing this law and thus should report any violations to the building principal or the principal's designee.

The Committee expects that violations of this policy will be dealt with in accordance with the Code of Conduct and Standards of Behavior for students as set forth in the Student Handbook.

Due to the adverse effects of tobacco use, education and prevention programs should be made available to all students and employees. Smokers should be referred to cessation programs. This requirement for education and cessation programs is not a condition precedent to taking disciplinary action for violations of Chapter 71, Section 37H of the General Laws.

For the purpose of this policy and any rules published by school officials, "tobacco" and "tobacco related products" are any products containing tobacco including cigarettes, cigars, loose tobacco or smoke-less tobacco.

The Superintendent of Schools is authorized to take whatever lawful action may be necessary to insure compliance with this policy.

Adopted: June 21, 1987  
Revised: March 2, 1995  
Proposed Revision: November 2, 1998

### **TOBACCO USE**

Use of Tobacco in school or on school grounds may result in the following:

- First Offense - One day in school suspension;
- Second Offense - Two days in school suspension or attendance at four 45 minute after school smoking cessation classes;
- Third Offense - Three days in school suspension and mandatory attendance at four after school smoking cessation classes;
- Fourth Offense - Four days in school suspension and referral to Discipline Council.

### **DISCLAIMER**

The laws, school committee policies and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Quabbin Regional Middle School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance or school committee policy not written in this handbook. If a new law is passed, it supersedes current rules.

EOE – The Quabbin Regional School District does not discriminate on the basis of age, color, disability, homelessness, national origin, race, religion, sex, or sexual orientation.