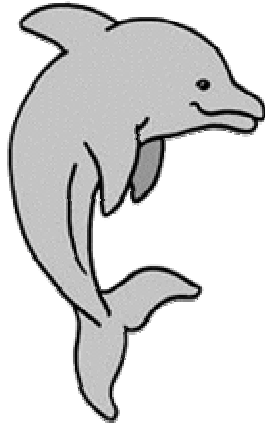


# Dawson Elementary School Calendar/Handbook

2009-2010

*“Developing our students’ knowledge, skills and talents to the fullest so they can make the world a better place for all”.*



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**Wachusett Regional School District**

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Dear Parents and Students,  
Welcome to Dawson Elementary School and the Wachusett Regional School District! Please keep this handbook as a reference guide to your school's programs and policies. The handbook is reviewed annually and approved by the Dawson School Improvement Council. It is intended to assist you in adjusting to your surroundings and to familiarize you with the many services your school has to offer. As dates for additional events become known, notices will be sent to you and they can be added to this calendar.

As we move into a new school year, I look forward to working with the students, parents/guardians, staff, and other members of the community to continue to support the District's commitment to educational excellence for its young people.

Sincerely,

Patricia A. Scales, Principal

Wachusett Regional School District Committee policies supersede the material contained in this handbook. A copy of the district policies is available at the Dawson Library, the WRSD central office and online at <http://www.wrsd.net/schoolcom.htm>. WRSD policies are formatted the same as this paragraph when referenced in part or in whole.

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

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

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

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

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

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

**If you need this booklet translated, please contact the main office of your child's school.**

**Portuguese/Português**

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

**Spanish/ Español**

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

**French/ Français**

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

**German/ Deutsch**

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

**Russian/Русско**

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

**Korean/한국어**

한국어로 된 이 책자를 필요로 하시는 경우, 학교의 주 사무실을 연락하십시오.  
고맙습니다.

**Chinese/中文**

如果您需要這份翻譯後的傳單，請與學校的主辦公室聯絡。

**Japanese/日本語**

この冊子が必要な場合は、学校の主事務室までお問い合わせください。  
よろしくお願いいたします。

**Hindi/हिन्दी**

Agar Aapko yah puistka ki Anavaaidt AavaSyakta ho tba kRpyaa Apnao baccas ko ivaValaya ka mau#ya kayaa-laya sampk- kiryao .

**Polish/Polski**

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

**Greek**

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

**Italian/Italia**

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

**Arabic**

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

## Staff and School Directory

### Kindergarten

Mrs. Wendy Zinkus Room A2  
Mrs. Katelyn Mercer Room A6  
Mrs. Michelle Wilkinson Room A29

### Grade 1

Mrs. Bembenek  
Ms. Librandi Room A13  
Ms. McQuade Room A12  
Mrs. Rasku Room A8

### Grade 2

Mrs. Lagerstrom Room A25  
Ms. Lizewski Room A21  
Mrs. Morrissey Room B24  
Mrs. Tidman Room A29

### Grade 3

Ms. Delorme Room B48  
Mrs. Marzo Room B56  
Mrs. Nickerson B55

Mrs. Dwyer

### Grade 4

Mrs. Kozial Room B36  
Mrs. Helfrick Room B56  
Mrs. Larson Room C30

### Grade 5

Mrs. Comeau C29  
Mrs. Horton C34  
Mrs. St. Germain C33  
Ms. Warner C35

### Art Education

Mrs. Helfrick C18

### Music Education

Mrs. Patterson C38

### Physical Education

Ms. Cataldi Gymnasium

### Language Specialist

Ms. Hudson-Speech C17  
Ms. Jijorian, Speech Therapy Asst.

### School Psychologist

Mrs. Tara Lucier B43

### Special Education

Mrs. Daley (DWT) Room B2  
Mrs. Houtchens Room C11  
Mrs. Chece Room C11  
Mrs. Driscoll Occupational Therapist Mrs. Nowak- Physical Therapist

### Library

Mrs. Trutor Library Aide

### Instructional Aides

Mrs. Leung  
Mrs. Brown  
Mrs. Munzberg  
Mrs. Szymanski  
Mrs. Bousquet  
Ms. Fiddler  
Mrs. Smollin  
Mrs. Ackerman  
Mrs. Boyen  
Mrs. Loneregan  
Mrs. Spakauskas  
Mrs. Mahoney- Kindergarten Aide  
Mrs. Kennedey- Kindergarten Aide  
Mrs. Twiss- Playground Monitor  
Mrs. Peterson- Playground Monitor  
Mrs. Wendi Spakauskas- Crossing Guard

### Secretarial Services

### Health Services

Mrs. Johnson

### School Cafeteria Services

Ms. Hudson Head Food Services Assoc.  
Mrs. Gould Food Service Assoc.  
Mrs. O'Coin Food Service Assoc.

### Custodial Services

Mr. Yeaton Head Custodian  
Mr. Guerin Custodian  
Mr. Parker Custodian  
Mr. Johnson Part-time Custodian

### Dawson School Administration

Patricia A. Scales, Principal  
Barbara Diamond, Assistant Principal

### Wachusett Regional School District Speech Administration

Dr. Thomas Pandiscio, Superintendent  
Mr. Jack Locke, Deputy Superintendent  
Dr. Darryll McCall, Director of Operations  
Susan Sullivan, Director of Human Resources

### Wachusett Regional School District Dawson Rep.

Mr. Mark James

## **School Hours**

School office hours are 8:00 AM to 4:30 PM.

Full day Kindergarten will be 8:50 arrival and follow the regular school hours of 9:00 AM- 3:30 PM.

Grades 1-5

8:50- 9:00 arrival. Students who arrive after 9:00 will be marked tardy and must receive a late pass from the office.

9:00- 3:30 regular classes

Supervision of students by staff does not begin until 8:50. Therefore students must not be left off at school prior to that time unless they are attending the Before School Program.

Kindergarten:

The half day kindergarten program is scheduled for five half-day sessions per week with no AM/PM change-over at the half year. The half-day schedule for classes is as follows:

AM: 8:50- 9:00 arrival. Students who are late should report to the office for a late pass and will be escorted to their classrooms.

9:00- 11:30 regular classes

11:30 dismissal

PM: 12:50-1:00 arrival

1:00- 3:30 regular classes

3:30 dismissal

## **1. Wachusett Regional School District Committee**

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

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

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

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

## **2. Mission Statement**

The Mission of Dawson Elementary School is to develop each student's knowledge, skills, and talents to the fullest so that, as a participant in a community of learners, he/she can use these to make the world a better place for all.

## **3. Annual School Events**

Dawson School has several traditional activities that happen each year and are posted on the web-site.

September-November: Grade level curriculum nights, P.T.A. Fall Festival, Open House Book Fair.

December: Holiday Helper, working with a social services agency to provide gifts to those in need of assistance.

January/February: Various grades study a continent with research projects, art and music.

March/April: Pancake Breakfast, Genre Month, each grade level learns about a different literary style; volunteers produce anthologies of student poetry.

May: Luau Night

June: Field Day

Some grade levels take field trips in and out of school linked to their studies. Examples in recent years include: Grade 1 Earth Studies (in-house field trip), Boston Museum of Science, Plymouth Plantation, Wachusett Watershed, and Woodshole.

## **4. Organizations**

### **4.1. School Improvement and Modernization Council (SIMCO)**

The SIMCO is an organization providing an opportunity for teachers, parents, students, and members of the community to become informed and actively participate in the educational process at Dawson School. Included

in this group are parent, teacher and community representatives. The council meets monthly to advise and assist the principal in:

- setting goals for the school;
- identifying students' educational needs;
- reviewing the school building's budget;
- preparing the school improvement plan.

All meetings are open to the public and parental attendance is encouraged. Notices regarding times and locations of meetings are typically sent home on Communication Day through e-mail and the website the week prior to each meeting.

#### **4.2. Parent-Teacher Association (P.T.A.)**

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

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

Anyone who is interested in the Dawson School is cordially invited to join the P.T.A. meetings, which are held monthly. Notices regarding times and locations of meetings are typically sent home on Communication Day the week prior to each meeting.

### **5. School Health Issues**

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

#### **5.1. Confidentiality (WRSDC P6650)**

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

#### **5.2. School Immunization Law**

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

### 5.2.1. Immunizations

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

### 5.3. Physical Examinations

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

### 5.4. Mandated Screening Programs

Students in grades K through 5 are tested for various parameters annually according to the chart below. The school nurse does postural screening for scoliosis with assistance from the Physical Education Staff. Parents will be notified if screening procedures identify possible problems.

Grade	Weight	Height	Vision	Hearing	Scoliosis
Kindergarten	X	X	X	X	
1	X	X	X	X	
2			X	X	
3			X	X	
4	X	X	X	X	
5			X	X	X

### 5.5. Contagious Conditions

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

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

District policies regarding other health conditions can be found on the District website.

### 5.6. Temporary or Permanent Exclusion from School Activities/ Physical Education

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

### 5.7. Administration of Medication

The policy for the administration of medication in school is designed to protect the health of the child and the rights of the staff. The following policy and procedure will be followed for administering any medication

during school hours. This includes both prescription and over-the-counter drugs. If the medication to be administered falls under the classification of "psychotropic drugs", Guidelines of Massachusetts General Law, Chapter 71 Section 54B, will be followed.

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

- 1.1. The school nurse must have on file the "Physician Medication Order/Parent Consent Form" properly completed by the physician. This form states the type of medication and the frequency with which to give it. This form must also be signed by the parent/guardian. Parental permission alone is not acceptable.
  - 1.2. The "Physician Medication Order/Parent Consent Form" must be updated by the physician and parent whenever the medication is changed.
  - 1.3. All medication should be properly safeguarded in the nurse's office.
2. Procedure
- 2.1. The nurse shall have the right, with just and reasonable cause, to refuse the administration of medication.
  - 2.2. No child is to transport medication to or from school. All medication must be brought to and from school via the parent or other responsible adult. However, in the case of self-medicating students, students may transport and self-administer upon completion of a written agreement between the parent and the nurse.
  - 2.3. All medication must be submitted in the original pharmacy container with the label intact.
  - 2.4. Cough drops and lozenges are prohibited in Elementary and Middle Schools by WRSD Policy.
3. Medical Emergencies
- 3.1. In the event of a life-threatening or serious injury or illness, an attempt will be made to contact the parent or guardian. Emergency Medical Services will be contacted for their assistance, and the student will be transported to the appropriate medical facility for treatment.

## **5.8. Accident Insurance**

The Wachusett Regional School District sponsors a student-participation insurance plan. Brochures describing the plans available are distributed to all students during the first week of school.

(WRSDC P6616) The Wachusett Regional School District shall require each student participating in intramural and/or athletic teams to provide evidence of an active Accident Insurance policy covering the student.

## **5.9. Eye Protection (WRSDC P6613.1)**

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

## **6. No-School Announcements**

A connect-ed call will be made to all parents to notify them of a school cancellation. In addition to the connect-ed call, no-school announcements will be aired on the following radio/television stations beginning at approximately 6:15 A.M.:

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

During the winter months, bad weather occasionally makes it necessary to delay the opening of school. Delayed openings will be announced on the radio, television stations, and through Connect-ed.

If the announcement is for a **delayed opening**, students or their parents should continue listening to these radio stations for further announcements, in case we change to **no school** all day. Delays could be up to two hours. Delayed openings do not affect dismissal times. When a two-hour delayed opening is called, there will be no A.M. kindergarten. PM kindergarten will be in session.

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

Afternoon kindergarten classes are sometimes cancelled due to storms. Should this be necessary you will be contacted through Connect-ed. Information will also be announced on the radio and tv. Occasionally, the high school and some middle schools are dismissed early to assure that the buses arrive on time for dismissal at Dawson to take place at the usual time.

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

## 7. Attendance

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

If your child is going to be out of school for the day, please call school first thing in the morning. This is informational as well as a safety check. A message can be left at (508) 829-6828.

### 7.1.1. Absence, Tardiness, Early Dismissal

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

### 7.1.2. Late Arrival Policy

If a pupil arrives at school after 9:00 A.M., they must be accompanied by a parent/guardian to the Office where a tardy slip (which is to be presented to the teacher by the pupil) is issued. It is important to have your child arrive for school on time. Please do your best to have your child arrive on time for school. When a child is late it causes a disruption in their classroom routine and he/she may miss specific instruction on morning work.

### 7.1.3. Early Dismissal Policy

Early dismissal (before 3:30 P.M.) of pupils can be arranged through the office. Please see that your child brings a note stating reason for dismissal and the time he/she is to be dismissed. The child should then be picked up at the office at the early dismissal time.

#### **7.4. Dismissal Time Parent Pick-Up**

If a parent wishes to pick up a child at the regular dismissal time, please send a note with the child in the morning. In order to facilitate end of the day dismissal for the entire school, students who are parent pick-ups will be dismissed from the rear door and not from the main office. Parents are to use the Bailey Rd. access at the rear of the building to pick up their child at dismissal time. If you arrive early and are waiting for your child to be dismissed please do not leave your car idling as the exhaust from the cars is drawn into the building.

#### **7.5. Before School Drop off**

- Students should not be dropped off prior to 8:50 A.M.
- Vehicles should enter school property via the access from Bailey Road to the rear of the building and proceed to the entrance at the glass corridor leading to the gym and wait until they are the first vehicle in line pulled up to the entrance.
- A faculty member will open the doors at 8:50 A.M. and students may begin to disembark, one vehicle at a time.
- Vehicles should then proceed off the property in a **ONE WAY TRAFFIC FLOW** by turning right and going out to Salisbury Street (vehicles **SHOULD NOT** exit to Bailey Road).
- Alternately, vehicles may enter from Salisbury Street via the entrance closest to Dawson Circle and turn left into the front parking lot. **For safety reasons, children should not cross the driveway alone.** Parents must park their vehicle and accompany children through the parking lot and in the crosswalk across the front driveway to the main entrance.

#### **7.6. Recreation Department's Before/After School Program Drop off and Pick up**

- Drop off: Park in front drive; turn off vehicle. Parents must accompany children through the parking lot and in the crosswalk across the front driveway to the main entrance. Proceed through the building to the cafeteria and drop off children with childcare workers.
- Pick up: Park in front drive; turn off vehicle. Using the main entrance parents should proceed through the building to the cafeteria and pick up children. Exit either via the cafeteria door that leads out to the front of the building or back through the main entrance.

#### **7.7. Vacations during School Time, Makeup Work**

Families are expected to plan any family trips/vacations so as to not take place on days when school is in session, but to plan these to coincide with school vacation periods. As per the State Department of Education, students who are absent for reasons other than medical ones for the State MCAS testing will be recorded as "failing" the test and the School's test performance record will be affected accordingly.

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

Students who have been absent or who are doing poorly in a subject must assume the responsibility for making up work. If a student is absent for illness or family emergency for a prolonged period of time, he/she will be given an adequate amount of time to make up the work missed. Upon return to school, a student who is absent for any other reason will have one day for every day of absence plus one to makeup and submit all work missed during the absence.

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

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

It is very difficult for the teacher to send work with a child to do in advance. Due to the nature of the absence the child may be unable to complete the work and it becomes lost and often needs to be duplicated. A parent may request work that will be missed, but it will be at the teacher discretion as to the material that may be given. It is expected that the work that will be missed will be given when the student returns to school for completion.

## **8. General Information**

### **8.1. Pre-School Screening**

Parents may request pre-school screening for their child (age 3 and above) if they believe there may be a possible learning problem. This evaluation could detect problems that may hinder the child's ability to learn. Parents should call the Special Education Office at the Superintendent's Office.

Prior to kindergarten each child is screened for possible vision and hearing problems. This is usually done at the time of registration. All children who have entered the Kindergarten Program are screened in the early fall for vision, hearing, gross and fine motor skills, language delays and speech.

### **8.2. Kindergarten Entrance**

#### **8.2.1. Registration**

Registration begins in early February. Kindergarten Orientation occurs prior to the end of the school year.

#### **8.2.2. School Entrance**

Any child entering Kindergarten shall have attained the age of five (5) years on or before August 31st.

Any child entering first grade shall have attained the age of six (6) years on or before August 31st.

The parent seeking entrance of a child to first grade who does not meet the age requirements but who has completed an accredited Kindergarten program in a public or private school, and whose records indicate that the child is ready for first grade, may be allowed to enter first grade at the discretion of the principal.

To be eligible for entrance, the following must be brought or sent to the school with the completed registration papers.

Birth Certificate (if it an original is copied and later returned to the parents),

Record of all immunizations.

Parents should inform the school of any disabilities, health concerns and of any information that they feel might affect their child's ability to function in school.

### **8.3. Media Center**

The library has reading and reference materials and is used for story hours and library instruction. Children are allowed to take up to two books at a time for a period of up to two weeks. It is the responsibility of the children to see that the books are properly taken care of at home, or while in their possession. There is a charge for lost books; see 9.14 for more information on “Care of School Books”.

### **8.4. Art**

There is a dual philosophy to the art program: (1) that art stands alone as an important basic educational area in its own right, and (2) it is an important integrating force with respect to other subject areas such as, reading, math, science and social studies. Emphasis is placed on one or both objectives at a time. Experience in materials, techniques and concepts are presented.

### **8.5. Music**

As with art, music has a dual philosophy to its approach: (1) that a comprehensive and sequential music education stands alone in its own right and (2) that music is one of the ways children are known to learn; it helps to develop multicultural understanding and to develop the skills needed for reading, writing and listening. Experience in listening to a wide variety of music is provided along with musical programs as scheduling allows and recorder lessons are taught in grade three.

### **8.6. Physical Education**

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

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

### **8.7. Chapter 766**

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

For further information, please contact the School Psychologist.

### **8.8. Student Assistance Team (SAT)**

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

### **8.9. Resource Room**

The Resource Room Program offers support for children with identified disabilities who have difficulty learning in the regular classroom. Several instructional aides support the resource room teachers. These teachers coordinate the evaluation of students who are experiencing learning problems. The resource room teachers

occasionally conduct individual and small group classes. They often prescribe specific learning approaches to be used by classroom teachers and co-plan and co-teach classes with the regular classroom teachers.

### **8.10. Speech and Language Therapy**

Students with speech, voice and language difficulties may receive services as indicated by an Individual Educational Plan (IEP). A speech and language therapist is available to work primarily with children who have been evaluated under Chapter 766 (see Chapter 766 above).

### **8.11. Home Tutoring**

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

### **8.12. Report Cards/Progress Reports**

Report cards are issued for grades 3- 5 four times a year - November, January, April and June. Progress reports are issued for grades K - 2 three times a year-January, April and June. In lieu of a report card for the first term, parent/teacher conferences for students in K-2 will be held by the end of the first term in November. Final report cards and progress reports (Grades K - 5) will not be issued until the last day of school. Parents wishing report cards to be mailed home must provide a stamped, self-addressed envelope.

### **8.13. Parent/Teacher Communication**

Parents and teachers may communicate effectively in a number of ways (e.g., phone, letter, e-mail, etc.). However, as a result of a need/concern/issue, a parent or teacher may request a conference to discuss the issue. Parents and teachers should arrange for such a meeting at a mutually convenient time contingent to the school day. Voicemail may be left for individual teachers by calling the main number (508-829-6828).

### **8.14. Audio, Video and/or Stenographic Recording of Meetings (WRSDC P3813)**

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

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

### **8.15. Radios, Cell Phones, Messaging Devices, other Electronic Devices, etc.**

Students **may not** bring cell phones, messaging devices, MP3 players, portable radios, CD players or other similar items to school because they disrupt the educational process. Exceptions to the rule may be made only when items in question are used for classroom activities and when administrative approval is obtained. Portable games or other electronic devices such as those listed above are NOT permitted on field trips. Laser pointers are not allowed at school and will be confiscated. Inappropriate use of laser pointers will be considered a violation of the weapons policy **P6433**.

## **8.16. Homework**

If you wish to give valuable assistance to the education of your child, you can do so by encouraging your child to take pride in passing in neat and carefully completed assignments. The teacher should merely have to check the paper for accuracy.

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

Grade 1	At the discretion of the teacher
Grade 2	30 minutes
Grades 3 and 4	45 minutes
Grade 5	45-60 minutes

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

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

## **8.17. Disciplinary Action**

Disciplinary action will be taken for homework not completed as follows:

- The child will be warned
- Loss of recess privileges/in-house suspension
- Notification to parents with conferences as required.

## **8.18. Student Transfers**

Please inform us if you are moving and let us know the last day (date) that your child will attend Dawson School. We will also need your new address and the name of the next school your child will attend.

The parents must sign certain release forms so that school records may be forwarded to your new school. Your child will need a transfer card to present at the Principal's Office at the new school. Records will not be given to parents for transit, but will be sent to the school upon request.

## **8.19. Assignment of Students to Classes**

Every effort is made to ensure that your child is placed in a classroom that will enhance their learning experience. Classroom placement is determined by the principal based on the recommendation of the sending grade level teachers and input from parent surveys, guidance and special education personnel.

## **9. Miscellaneous Information**

### **9.1. Financial Assistance**

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

### **9.2. Hot Lunch Program**

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

We now have a computerized lunch system. Every student is given a unique pass code that they enter to access their account to pay for their lunch. Parents are encouraged to pre-pay for their child's lunch. This money is placed in an account that a child may use to purchase lunch or milk, but not snacks. Parents can pay by the week, month or year. This system is an effective means of purchasing lunch and students no longer have to worry about losing their lunch money.

### **9.3. Free/Reduced Hot Lunch**

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

### **9.4. Snacks for Kindergarten**

Each child is responsible for his own healthy snack and drink.

### **9.5. Recess/Snacks**

No snacks are allowed to be taken outdoors at recess. Snacks may immediately precede or follow outdoor recess held at times different than lunch recess. Snacks purchased from the cafeteria at these times may not be opened until the student arrives back to the classroom. Snacks may be eaten at designated times only (i.e., lunch, recess and special occasions). Gum chewing is not allowed at any time at Dawson School or on the school bus. Eating is also not allowed on the school bus.

### **9.6. Birthday Snacks**

In the past, many children celebrated their birthday with a snack that was brought from home. Due to the many food allergies, medical conditions, and other food related issues, we are requesting that children do not bring in snacks for sharing. If you feel that you still want to send something in, birthday pencils, colored pencils, erasers, or other school supplies are alternatives to snacks. Although we do not celebrate with a snack, your child will still be recognized by the teacher and at the school IALAC assembly.

### **9.7. School Evacuation/Critical Incident Drills**

Drills are held regularly to ensure the safety of all persons in the event of fire, disaster or critical incident. Students are instructed in understanding signals, exits used, procedures for leaving the building, areas in which to assemble, and procedures for returning to the building.

Periodic checks by our fire department are conducted.

## 9.8. School Bus Evacuation Drills

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

## 9.9. Personal Attire

We take pride in the appearance of our students and students are expected to dress and groom themselves neatly in attire suitable for each school day.

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

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

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

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

- Spiked bracelets or necklaces, “choker” – style necklaces, wallet chains, any chain worn as a belt or worn around the neck that may cause injury or do bodily harm.
- Items that are distracting, revealing, or educationally disruptive (including sunglasses, mesh, see-through clothing, bare midriffs, running shorts, short-shorts tank tops, spaghetti straps [a two-inch strap width is a good rule of thumb], “low rider” slacks, muscle shirts, and short shorts). **A good rule of thumb for shorts or skirts is that when students extends their arms at their sides, the shorts should approximate the tips of the fingers.**

The administration reserves the right to determine the appropriateness of clothing. Students who dress in a manner, which is not appropriate to the school setting, may have parents called and appropriate clothing brought to school before the student can rejoin the academic setting.

## 9.10. Bicycle/Scooter Policy

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

## 9.11. Parties/Celebrations

Brief parties are occasionally held for some special occasions. Room Parents and teachers organize refreshments for these parties. Please make arrangements with your child’s teacher. Many children have food allergies and other health conditions. Please stay away from ALL foods that contain peanut or peanut by products. The teachers will provide you with a list of known foods that may cause an allergic reaction.

## 9.12. Gift Giving

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

### **9.13. Lost Articles**

The school will not assume responsibility for any items (brought to school by students), which are lost or stolen. A Lost and Found Table is maintained in the cafeteria. On a monthly basis, unclaimed clothing will be donated to Good Will.

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

### **9.14. Care of School Books**

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

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

### **9.15. School Telephone**

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

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

### **9.16. Student Photographs**

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

### **9.17. Wachusett Regional School Committee Policy on Students Publications (P6515)**

The Wachusett Regional School Committee recognizes and supports student publications and other literary activities that give students an experience in journalism.

The school committee recognizes that the District must maintain a level of objectivity deemed to be in the best interest of the communities, and to this end, the following procedures are in effect:

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

### **9.18. School to Home Communication**

School-related and group-sponsored notices are periodically sent home with the students.

School-related notices such as the school newsletter, notices from the P.T.A., and notices from the principal are available on the website and sent home as the need arises.

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

### **9.19. Field Trips**

There are two types of field trips:

- Classroom - These are planned in conjunction with an area of study and may be walking or bus trips.
- General - These field trips are planned to include more than one class and are generally bus trips.

All field trips are chaperoned by classroom teachers, parents and sometimes-other staff. In order to participate in a field trip all adults **MUST** have a valid CORI badge.

### **9.20. Non-Smoking Policy**

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

### **9.21. Wachusett Regional School District Grievance Procedure for Title VI, Title IX, and Section 504 (Federal Laws) and Chapter 622 (State Law)**

#### **9.21.1. Statement of Definition:**

A grievance is any alleged violation of the Wachusett District School Committee Policy on Non-Discrimination (P#6631) on the basis of race, color, sex, religion, age, national origin, sexual orientation or disability, in the operation of the educational programs, activities, or employment policies.

#### **9.21.2. Grievance Procedure:**

##### Step #1

An alleged grievance must be filed with the building coordinator (principal or designee) in writing within thirty (30) days of the alleged grievance. The building coordinator shall meet with and respond to the aggrieved party (in writing) within fifteen (15) days.

##### Step #2

If a satisfactory solution is not achieved at step #1, the aggrieved party may within fifteen (15) days upon receiving the decision rendered at step #1 file the alleged grievance with the Supervisor of Pupil Personnel Services (for disability) or the Director of Administrative Services (for all others), who shall respond in writing and meet with the aggrieved party in an attempt to resolve the alleged grievance within fifteen (15) days.

##### Step #3

If a satisfactory solution is not achieved at step #2 within the fifteen (15) day period, the alleged grievance may be filed at the next step with the school committee. The school committee shall provide an opportunity for the alleged grievance to be heard at its next regularly scheduled meeting and a decision shall be rendered in writing to the aggrieved party within fifteen (15) days.

#### **9.21.3. Statement:**

1. An aggrieved party, if not satisfied with the decision of the school committee, may refer the case to the State Department of Education, 350 Main Street, Malden, MA 02148 (781-338-3300) and to the

Office of Civil Rights, Region I, U.S. Department of Education, John W. McCormack Post Office and Court House, Room 701, Boston, MA 02109 (617-223-9662).

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

## **10. Code of Conduct (P6400)**

The Wachusett Regional School District has a comprehensive student code of conduct. WRSD policies regarding behavior and discipline can be found through the District website or requested through the school.

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

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

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

Consideration shall be given to the:

- age of the student;
- mitigating circumstances;
- previous behavior of the student; and

### **10.1. Introduction to Dawson Code of Conduct**

Dawson School strives to be a “good” place where the optimal education can be obtained for each individual student.

A good place is one where people are courteous. Yelling, sarcasm and denigration are unacceptable.

A good place is one where laughter is frequently heard, not because of frivolous activity but because of genuine joy brought about by involvement with caring people engaged in relevant work.

A good place is one where communication is practiced and not preached. People talk with, not at, each other.

A good place is one that has reasonable rules, which everyone agrees on because they are beneficial to the individual and the group; and in which everyone has a democratic stake because everyone has a say in making and changing the rules as needs arise.

A good place is one where the administrators actively support and participate in an approach to discipline that teaches self-responsibility. They organize an on-going in-service program designed to support the discipline program. They model the techniques with students they are involved with and they positively support the staff as the staff practices the techniques of the program.

It is impossible for teaching or learning to take place in a school unless good order is maintained.

Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well.

## **10.2. General Rules and Consequences**

Students attending Dawson School are required to:

- Practice good manners;
- Display good citizenship;
- Respect the authority of school personnel;
- Show respect and concern for the rights and property of others;
- Show respect and concern for all school property;
- Be honest and faithful in word and action.

Students attending Dawson School are forbidden to engage in the following activities during school time or during school sponsored activities:

Display aggressive behavior or exhibit any verbal or nonverbal behaviors that interfere with or threaten the safety or well being of another person;

Possess drugs, alcohol, or tobacco;

Carry or wear dangerous weapons (i.e., sharp objects, firearms, knives, laser pointers, or any devices or objects that could be used to inflict or threaten bodily harm);

Possess matches or fireworks;

Deface, damage, destroy, or steal school or personal property;

Disrupt or instigate behavior that interferes with the operation of the school, classroom, auditorium, cafeteria or school buses;

Possess indecent literature;

Distribute any literature in class without permission from the teacher;

Intentionally cause or attempt to cause physical injury to another person, except in self-defense;

Leave school grounds without permission;

Use profane, offensive or vulgar language;

Be truant or have unexcused absences;

Forge signatures;

Lie;

Cheat;

Use cell phones, MP3 players, portable radios, CD players or other devices using headphones on school property or on field trips without prior approval by administration.

Failure to comply with established discipline practices and procedures may result in:

- Verbal reprimand
- Parent notification
- Loss of recess
- In-school suspension
- Out of school suspension or expulsion
- Any combination of the above

## **10.3. Specific Rules and Consequences**

### **10.3.1. Classroom and Hallway Behavior**

The administration or teacher will take corrective action, with discretion and good judgment, if a child is removed from the classroom because of disruptive behavior such as:

- Abuse to peers;
- Consistently failing to follow directions.

Corrective Action may include:

- Verbal reprimand;
- Parent Notification;
- Requirement to sit or stand outside the classroom; this corrective action is to be considered the exception, not the rule;
- Loss of recess;
- In-school suspension;
- Any combination of the above.

### **10.3.2. Basic Conduct in the Cafeteria**

- Enter quietly;
- Walk;
- Moderate talking volume;
- Handle and eat food in an appropriate manner;
- Keep hands to oneself.

Disciplinary Action: Children not complying with the above will be seated by themselves and/or lose recess privileges and/or lose the privilege of eating in the cafeteria.

### **10.3.2. Basic Conduct on the Playground**

- Avoid fights;
- Avoid carrying one another (piggyback rides, etc.);
- Avoid foul language and name-calling;
- Avoid leaving the playground without first getting permission of a monitor (includes use of bathroom and visits to nurse);
- Avoid picking up or kicking snow or throwing snowballs or ice;
- Bark chips may not be thrown;
- Students must obey monitors on duty.

### **10.3.4. Use of Playground and Equipment**

Again, common sense, courtesy and respect for others are expected so that accidents may be avoided. This includes:

- No undue height on swings; one child per swing;
- No side to side swinging, spinning or jumping off swings;

- No swinging until the area is dry;
- Jump ropes are to be used only for jumping;
- Playing catch must be done away from other children;
- Touch football is allowed for grades 3 through 5- no tackling or rough play (Nerf ball only);
- Keep balls away from windows;
- Baseball bats shall not be on the playground at recess unless approved by the principal;
- No karate type fake fighting activities;
- Chalk may be used to draw hopscotch;
- No sitting under equipment platforms to avoid injury while others play on equipment.

Other reminders:

- Students are to be dressed correctly for the weather. In winter months, permission is sometimes granted for students to play in the snow if they are wearing mittens, boots, hats and snow pants.
- Socks and sneakers are recommended to avoid splinters from bark chips.

### **10.3.5 Discipline at School Related Functions**

The school has the authority to discipline students for inappropriate behavior at Dawson School or Dawson School Activities.

### **10.3.6 Tolerance (WRSDC P6436)**

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

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

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

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

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

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

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

### **10.3.7. School Bus Safety and Security Procedures P6621**

The Wachusett Regional School District and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing District requirements of student conduct on buses will rest with the principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endanger the health, safety, and welfare of other riders or damages properties will be notified that their children face the loss of transportation privileges.

Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.

Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.

All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.

Classroom instruction on school bus safety will be provided.

**While waiting for the bus, students should:**

Stay out of the road except when they must cross the street.

Wait in an orderly manner. Rough behavior or running is inappropriate.

Not throw stones, snowballs or other objects.

Avoid trespassing on private property.

Obey all school rules.

Line up off the road and approach the bus only when the driver has opened the door.

**While riding the bus, students should:**

Listen carefully to the driver's instructions.

Get on the bus quickly and be seated. Pupils may be expected to sit three in a seat.

Help keep the bus clean. Eating on the bus is not allowed.

Be aware of the danger of protruding arms, etc. All parts of the child's body should be kept inside the bus.

Remain in his/her seat when the bus is moving.

Restrict his/her talking to those children who are sitting next to him/her. Shouting will distract the bus driver.

Not use inappropriate language.

Not fight.

**10.3.8. Alternate Student Transportation (WRSDC P6562)**

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

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

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

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

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

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

### **10.3.9. Wachusett Regional School District Bus Discipline Policy and Procedure**

#### **BUS DISCIPLINE PROCEDURES AND CONSEQUENCES**

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

**LEVEL 1**

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

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

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

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

**10.3.10. Special Education Discipline**

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

1. The IEP for every special needs student will indicate if they can meet student management policies or if modifications are needed.
2. The principal (or designees) will notify the Special Education Office of any special needs student who has been suspended. The Director of Special Education will keep these suspensions on record.
3. When it becomes known that a special needs student will be suspended for more than ten days in a school year:
  - 3.1. services will be provided in order to ensure that the student receives FAPE (Free and Appropriate Education), and
  - 3.2. a functional behavioral assessment will be conducted and a behavioral intervention plan will be implemented, and
  - 3.3. the team will conduct a manifestation determination in order to decide whether the infraction related to the student's disability, and if the team finds that the behavior is a manifestation of the disability, the District may not suspend the student.

**10.3.11. In-School Suspension**

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

### **10.3.12. Out-of -School Suspension/Exclusion/Expulsion - Due Process**

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

### **10.3.13. Exclusion/Expulsion**

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

Due process in the case of suspension requires the following:

For a disciplinary action up to and including 10 days suspension

- oral notice of the charge (telephone notification to parents);
- an explanation of the evidence;
- the opportunity for the student to present his/her side of the story to an administrator.

For disciplinary action of more than 10 days/expulsion.

- written notice of opportunity for a hearing;
- written notice of the charges (telephone notification to parents with written copy of charges mailed to student's parents or guardian);
- the right to be represented by a lawyer or an advocate;
- adequate time to prepare for a hearing;
- access to documented evidence and opportunity to present witnesses and evidence in his/her behalf;
- the right to question witnesses;
- the written decision including the specific grounds for the decision.

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

### **10.3.14. WRSD Weapons Policy 6435**

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

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

1. Any weapon found in a locker or other storage space which is assigned to a student and which has a lock or other security device may be considered to be the property of the student assigned to the locker or other storage space for the purpose of disciplinary action under the Student Discipline Code. Any student found to be in possession of a weapon on school premises or at a school-sponsored event may be subject to expulsion from school by the principal.
2. Violations of this policy may lead to expulsion under the provisions of Massachusetts General Law Chapter 71 Section 37H. Procedures for enforcement shall be contained in the Student Discipline Code.

3. In addition to the school discipline indicated in the Student Discipline Code, provided in paragraph B., appropriate criminal action shall be undertaken in accordance with the provisions of Massachusetts General Law Chapter 269, Section 10.
4. The weapons policy and regulations shall be implemented in accordance with the due process provisions of the Massachusetts General Laws and the Code of Massachusetts Regulations of the Department of Education, and the Student Discipline code.

### **10.3.15. WRSDC Substance Abuse Policy 6433**

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

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

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

The District shall provide full cooperation with legal authorities.

### **10.3.16. Procedures at Dawson School**

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

1. A student asking for help
  - 1.1. Parents will be involved and, if they so desire, school personnel will work with the student and the parent to resolve the problem.
  - 1.2. In-house or community services will be explored for possible assistance.
2. A student suspected of using drugs or alcohol within the school
  - 2.1. If there is cause to suspect that the student is under the influence of a drug or alcohol, the principal shall inform the parents, a conference will be held, and the principal may suspend the student up to five (5) days.
  - 2.2. Police will become involved at this point on an informal basis.
3. A student present where a drug or alcohol is found
  - 3.1. If, in the judgment of the principal, the student was aware of the presence of drugs or alcohol, the parent shall be notified.
  - 3.2. Suspension is at the discretion of the principal (up to five [5] days).
  - 3.3. Notification of the problem shall be made to the police.
4. A student in possession of a drug or selling a drug on school property or at a school function
  - 4.1. The student shall be referred to the principal or to his/her designee.

- 4.2. Parents will be notified immediately.
  - 4.3. Police shall be notified immediately and provided with the necessary information in order to determine if the material is an illegal substance.
  - 4.4. The student shall be suspended and referred to the Superintendent for further review and action he deems appropriate. This may include further suspension and/or expulsion.
5. A student in possession of alcohol
    - 5.1. Parents shall be informed.
    - 5.2. Student shall be suspended up to five (5) days.
    - 5.3. Police will be informed of an alcohol problem on an informal basis.

## **11. PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, BULLYING, DISCRIMINATION AND HATE CRIMES P6437**

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

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

### **Harassment:**

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

### **Bullying:**

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

### Student and Staff Responsibilities:

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

### Reporting Harassment, Bullying, Discrimination or Hate Crimes:

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

Any member of the school community who is informed of or believes that harassment, bullying, discrimination, retaliation or a hate crime has occurred or may have occurred at school or in a school-related activity must promptly report the incidents to the building principal or designee, or the Title VI Coordinator, Title IX Coordinator, Equity Coordinator or Superintendent. In situations where a student or other person is uncomfortable reporting the incident to a designated official, s/he may report it to a trusted school employee who must promptly inform a designated official.

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

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

### Reporting Other Incidences:

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

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

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

**Protection Against Retaliation:**

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

**Ensuring Safety During Investigation:**

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

**Determination of Proceedings:**

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

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

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

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

the designated official must then commence a Formal Proceeding.

**Formal Proceedings-Investigation:**

The designated official will separately meet in a timely manner with the complainant and the subject of the complaint, and if a student, with their parent(s) or guardian(s), to tell them about the formal process, explain the

prohibition against retaliation, and determine the remedy the complainant seeks. The designated official will also explain that the investigation will be kept as confidential as possible, but that the District cannot promise absolute confidentiality, and may not be able to withhold the complainant's identity from the subject of the complaint, since such a promise could interfere with the District's ability to enforce its Policy, conduct a fair and thorough investigation, or impose disciplinary or corrective action.

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

The designated official will promptly notify the complainant and the subject of the complaint in writing to let them know whether the complaint has been substantiated. If the complaint is substantiated, the designated official will also promptly notify the complainant of any non-disciplinary corrective action imposed to protect him/her from future Policy violations. If the complaint is substantiated and the offender remains a student in the school, the designated official will meet with the offender and his/her parent or guardian, to describe the disciplinary and/or corrective action imposed, the school's expectations for future behavior and the potential consequences for retaliation or future violation of the Policy. If the complainant is dissatisfied with the investigation or outcome thereof, the designated official shall inform the complainant of his/her right to file a complaint with the Massachusetts Department of Education and/or the United States Department of Education's Office for Civil Rights.

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

#### **Violations:**

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

#### **False Reports:**

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

#### **Discipline:**

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

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

Oversight:

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

## **12. Policy Relating to Sexual Harassment (P6434a)**

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

It will be a violation of this policy for any student to be sexually harassed by or to sexually harass another student, any employee or volunteer or other person connected with the District through conduct or communication of a sexual nature as defined by this policy. Any student who knowingly violates this policy will be subject to disciplinary action up to and including suspension, and/or expulsion.

Retaliation against a student for filing a complaint, under this policy or for assisting in an investigation of sexual harassment is a violation of this policy.

Any student who believes he or she has been the victim of sexual harassment should report the alleged harassment as soon as possible to a teacher, nurse, guidance counselor or school administrator who must convey the report to the building principal.

### **12.1. Definition:**

The legal definition of sexual harassment is:

Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success as a student;

Submission to or rejection of such conduct by an individual is used as the basis of education decisions affecting such individual(s); or

Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational environment.

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

Touching (arm, breast, buttocks, shoulders, etc.);

Verbal comments (about parts of the body, what type of sex the victim would "be good at," clothing, looks, etc.);

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

### **12.2. Complaint Procedure:**

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

Speak or send a note to any employee of the school district whom you trust, (i.e., nurse, psychologist/counselor, teacher, principal, superintendent, etc.). You can also speak to your parents who can then notify the superintendent, principal or assistant principal. Remember that the complaint procedure does not start until school/district personnel receive the complaint.

Within two school days of receipt of the verbal complaint, the employee will notify the principal/superintendent, and your parent/guardian will be notified of the pending complaint.

If you have not or do not want to put the complaint in writing, the employee will do so. This should be done no later than two (2) school days after you have talked, or given the note, to the employee. The complaint has to be put in writing to make sure that the employees fully and correctly understand the issue(s). A copy of the complaint, in writing, will be reviewed with you and your parent/guardian to ensure accuracy, before it is shared with the subject of the complaint.

The employee will refer the written complaint to the principal/superintendent. The principal/superintendent or his/her designee may speak with you to get more information. In any case, the principal/superintendent or his/her designee will speak to the person who is alleged to have sexually harassed you (called the "respondent") to obtain information as well.

### **12.2.1 Informal Procedure:**

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

The principal/superintendent or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.

The principal/superintendent or his/her designee may have you write a letter to the respondent saying that the behavior bothers you and must stop.

The principal/superintendent or his/her designee may have separate conversations with you and the respondent.

Examples of possible resolutions are as follows:

Verbal statements of apology;

Letters of apology;

Assurances that the offensive behavior will end;

Disciplinary action.

The informal procedure will be completed within five (5) school days from the date the principal/superintendent receives the complaint. The principal/superintendent or his/her designee will notify you, your parent/guardian, and the respondent of the results of the informal procedure. Resolution of the situation may or may not occur as a result of the informal procedure. If all the parties involved in this informal procedure feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, the following formal procedure will be used.

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

### **12.2.2. Formal Procedure:**

The formal procedure is used when any one of the following occurs:

You, your parent/guardian, or the respondent ask that the formal procedure be used;

The principal/superintendent or his/her designee decides that the formal procedure should be used; or

You, your parent/guardian, or the respondent feels that the informal procedure was not helpful or adequate and one of the parties requests, within five (5) school days that the formal procedure be used.

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

The principal/superintendent or his/her designee shall investigate the complaint and complete a written report, which will include:

All facts and circumstances of the incident;

A summary of the investigation, which will include interviews with anyone reasonably believed to have relevant information, namely, the individual filing the complaint, the respondent, and if either party is

under the age of 18, their parents (if appropriate), witnesses, and anyone else who may have experienced similar conduct;

A description of any actions already taken and/or proposed by the principal/superintendent or his/her designee.

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

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

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

#### **12.2.3. Other Resources:**

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

#### **12.2.4. Retaliation:**

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

#### **12.2.5. Considerations to Remember:**

A man/boy, as well as a woman/girl, may be the victim of sexual harassment, and a woman/girl, as well as a man/boy, may be the harasser.

The victim may be the same or opposite sex of the harasser.

The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts at humor or the sexual harassment of one girl (or boy) may create an intimidating, hostile, or offensive environment for another girl (or boy) or may unreasonably interfere with an individual's educational performance.

## **13. Dawson School Safety and Security Plan**

### **13.1. Access to School Building**

Only the front entrance will be unlocked during the day.

All visitors must report to the office upon entry. Signs will be located at all entrances to alert visitors to this request.

School volunteers will report to the office, sign in and receive an identification badge.

Unscheduled visits to classrooms will be discouraged without authorization from school administration.

### **13.2. Safety in Classrooms**

Fire doors will be kept closed at all times.

Evacuation plans will be clearly marked and routes to egress will be clear and accessible.

Each classroom will have an individual monitoring system for students entering and leaving the room.

Equipment including but not limited to television carts and pianos will be moved by staff only.

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

### **13.3. Safety in Hallways**

Students are expected to **walk** at all times in the hallways. Running and “speed walking” are not allowed in order to maintain maximum safety.

Teachers will be located in classroom doorways at arrival and dismissal to supervise hallway and classroom conduct.

Groups of students (gym, art, and music classes) will be supervised by an adult when moving between classes.

An adult will supervise all bus lines through the building, outside and on to the bus to insure safe loading.

### **13.4. Safety on School Grounds**

Rules will be defined and published for safe use of the playground.

The school will provide adequate adult supervision at each recess break.

The gate will be closed to prevent through traffic from the rear entrance to the school grounds.

An adult will accompany walkers until they leave school property.

In accordance with state law, any child sixteen years of age or younger must wear a helmet while on a bicycle path or public way.

### **13.5. Responsibilities of the Staff and the Plan Implementation**

Staff will:

Be alert to student welfare at all times.

Exercise good judgment in planning and implementing any instructional or other activity.

Notify the office should any strangers be observed in or around the building.

Review the rules for school evacuation procedures with aides and volunteers.

Annually review with the school nurse the rules for proper precaution when dealing with bodily fluids.

Inspect interior and exterior grounds regularly to insure safe conditions.

## **14. Students' Records/Internet Disclosure**

**In accordance with the Massachusetts Department of Education Student Record Regulations, the Wachusett Regional School District shall:**

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

### **Regulations: WRSDC P6910**

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

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

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

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

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

*Confidentiality of Record* - With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without specific, informed, written consent of the parent or the student.

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

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

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

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

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

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

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

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

In reference to the Internet, use of a student's name, photo or samples of their work on the Internet or District web page must be in accordance with the Wachusett Regional School Committee Policy P6531 *Policy Relating to Pupil Services* **Student Internet Policy**, which **requires prior written parental approval**. School

principals shall provide appropriate authorization and release to be executed by parent/guardian prior to release publication or posting of such information.

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

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

## **15. Notice to Parents of Rights of Exemption: Human Sexual Education**

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

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

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

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

Refer to Wachusett Regional School Committee Policy 3313.1

## **16. Rules for Student Use of Internet and Email**

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

The District prohibits non-educational use of its network facilities, the Internet and the Internet access.

Access and use of the District's Internet is a privilege, not a right, and access to it may be denied to students violating this policy.

The District prohibits student use of "chat" lines without the permission and supervision of authorized professional staff members.

The District shall limit student use of email to District supervised programs.

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

At the elementary school level

Student work may be displayed on the school site web pages or District web page with the student's first name only when prior written permission is received from the parent/guardian annually.

Photographs of students may be displayed on the school site web pages or District web page identified only by classroom teacher or grade when prior written permission is received from the parent/guardian annually.

## **17. Information Regarding Section 504 of the Rehabilitation Act of 1973**

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

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

## **18. Child Find**

The Wachusett Regional School District wishes to identify all children, ages three years to twenty-one years, who reside within the District, have not yet graduated from high school, and who are in need of special education and related services. Any child suspected of having a disability and believed to be in need of special education and related services may be referred to the Administrator of Special Education, Wachusett Regional School District, Jefferson School, 1745 Main Street, Jefferson, MA 01522, (508) 829-1670 extension 238.

## **19. Policies Relating to Communication/Public Relations**

### **Distribution of Notices by Students (P8130)**

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

Such distribution may include notices from non-profit groups when they are related to school sponsored activities.

In addition, notices regarding Member Town events for children, such as recreation, sports, the library and the like, may be distributed via District students.

All notices to be distributed shall be approved by the Superintendent or his/her designee.

All materials disseminated by a non-school group should not be construed as being school sponsored or endorsed, nor shall the District be considered a partner or agent or otherwise responsible for the activities of the non-school group. The Superintendent may require that the non-school group provide a disclaimer of district sponsorship of its material.

A non-school group's material should not be distributed to students during instructional time and, if possible, should not be intermingled with official school notices. Students should not be compelled to take home or read any such materials.

No materials involving solicitation, proselytizing, or for-profit activities shall be accepted for distribution. School newsletters and notices to parents may not publicize non-school groups or

recruit new members for such groups. No notices from private groups will be accepted except as specified above.

## **20. Distribution of School Committee Publications (P1523)**

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

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

This policy shall be included in all student handbooks.

## **21. Policies Relating to Education**

### **21.1. Online Education Policy (P3311.31)**

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

The course is not offered at the school;

Although the course is offered at the school, the student will not be able to take it due to an unavoidable scheduling conflict;

The course will serve as a supplement to extend instruction to those students who would be unable to attend classroom instruction;

Students who have been expelled from the regular school setting but who are eligible for continued educational services; or

In unique situations where there is consensus among student, teacher and administrative staff that, due to the differentiating needs of the student whether it be to accelerate and reinforce learning or for advanced learning opportunities, the student would require an additional service.

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

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

### **21.2. Non-Discrimination of Educational Materials (P3450)**

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

As such, the Wachusett Regional School District supports a consistent process whereby textbooks and instructional materials are reviewed for bias and stereotyping, with the intent of maintaining a balanced curriculum.

Materials deemed unacceptable for students will be shared with the School Committee for final determination.

### **21.3. Enrichment (P3611.4)**

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

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

Wachusett Regional School District shall:

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

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

## **22. Behavior and Discipline**

### **22.1. Student Handbook**

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

1. student rights and responsibilities;
2. student behavior and discipline; and
3. glossary of terms. (definitions included in each section)

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

### **22.2. Liability for Damages**

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

### **22.3. Corporal Punishment**

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

## **22.4. Searches**

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

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

## **22.5. Student Suspensions**

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

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

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

## **22.6. Expulsion**

Expulsion shall be considered an action of last resort when the behavior of the student warrants such action at the discretion of the school principal. The expulsion shall be governed by Massachusetts General Laws Ch.71, section 37h and 37h1/2, and Ch.76 section 17.

# **23. Policy Relating to Personnel Management**

## **23.1. Physical Restraint (P5252)**

The Wachusett Regional School District recognizes that on occasion physical restraint is required to protect the safety of school community members from serious, imminent physical harm. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used in emergency situations, in the judgment of the school staff member, when other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

### **23.1.1 Training**

To ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint: All staff will receive training regarding the District's restraint policy and will be reviewed annually. Employees hired after the school year begins will receive training within one month of starting their employment. Training will include the following:

The District's restraint policy;

Interventions, which may preclude the need for restraint, including de-escalation of problematic behaviors;

Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used;

Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and

Identification of program staff who have received in-depth training in the use of physical restraint.

Designated staff members shall participate in at least sixteen hours of in-depth training in the use of physical restraint. Those designated staff members will then be authorized to serve as school wide resources to assist in ensuring proper administration of physical restraint.

### **23.1.2. Administration of Physical Restraint**

Physical restraint may only be used in the following circumstances:

When non-physical interventions would be ineffective; and

The student's behavior poses a threat of imminent, serious harm to self and/or others.

Physical restraint is prohibited in the following circumstances:

As a means of punishment; or

As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive or verbal threats that do not constitute a threat of imminent, serious physical harm. However, in the judgment of the staff member, if the property destruction or the refusal to comply with a school rule or staff directive might escalate into, or could itself lead to serious, imminent harm to the student or to others, physical restraint is appropriate.

Only school personnel who have received required training pursuant to this policy shall administer physical restraint on students with, wherever possible, one adult witness who does not participate in the restraint.

The training requirements shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.

A person administering physical restraint shall use the safest method available and appropriate to the situation, subject to the safety requirements set forth in this policy. Floor or prone restraints may only be administered by a staff member who has received in-depth training as specified in this policy and, when in the judgment of the trained staff member, such method is required to provide safety for the student or others.

Physical restraint shall be discontinued, as soon as possible, when it is determined that the student is no longer at risk of causing imminent physical harm to self or others. (If, due to unusual circumstances, a restraint continues for more than twenty minutes, it shall be considered an "extended restraint" for purposes of the reporting requirements.)

Additional safety requirements:

A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.

If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.

Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.

At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:

Review the incident with the student to address the behavior that precipitated the restraint;

Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and

Consider whether any follow-up is appropriate for students and staff members who witnessed the incident.

### **23.1.3. Reporting**

Staff shall report the use of physical restraint to the school principal after administration of a physical restraint that results in injury to a student or staff member; or lasts longer than five minutes. The following reporting procedure will be followed:

The staff member shall verbally inform the principal of the restraint as soon as possible and shall provide a written report no later than the next school working day.

The written report shall be provided to the principal or designee. The principal shall prepare the report if the principal administered the restraint.

The principal or designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.

The principal shall send a copy of the report to the Superintendent at the Central Office.

The principal or his/her designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school days following the use of such restraint. If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language. The written report shall include:

Names and job titles of the staff who administered the restraint and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint.

A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to de-escalate the situation; alternatives to restraint that were attempted; and the justification for initiating physical restraint.

A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any during the restraint and any medical care provided.

For extended restraints, the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint.

Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student.

Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.

When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the written report to the Department of Education within five (5) school days of the administration of the restraint. The program shall also provide the Department with a copy of the record of physical restraints maintained by the program administrator for the thirty-day period prior to the date of the reported restraint.

#### **23.1.4. Special Circumstances**

Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or to a staff member and do not constitute extended restraint.

The Wachusett Regional School District may seek such individual waiver for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.

The Wachusett Regional School District shall not require parental consent to such a waiver as a condition of admission or provision of services.

Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.

Extended restraints and restraints that result in serious injury to a student or staff member must be reported as described above, regardless of any individual waiver.

The following documentation regarding individual waiver or reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:

Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agrees to waive; and

Specific information regarding when and how the parent(s)/guardian(s) will be informed regarding the administration of all restraints to the individual student.

Nothing herein shall be construed to allow a program or classroom to receive an exemption or waiver from any of the requirements of this policy on behalf of all of the students enrolled in a particular program or classroom.

### **23.1.5. Receiving/Investigating Complaints**

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

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

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

## **24. Athletics**

### **24.1. Academic requirements**

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

### **24.2. Behavioral requirements**

The student must demonstrate appropriate behavior according to school standards. At the sole discretion of the principal, a student may be declared ineligible for participation because of chronic misbehavior or an incident of serious or major misconduct according to school standards.

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

### **24.3. Physical Fitness requirements**

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

# WACHUSETT REGIONAL SCHOOL DISTRICT

## Physician Medication Order/Parent Consent Form

### Physician Medication Order

Student Name \_\_\_\_\_ Gender \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Route \_\_\_\_\_ Frequency \_\_\_\_\_

Time of Administration at school \_\_\_\_\_

Diagnosis \_\_\_\_\_

Begin Date \_\_\_\_\_ Discontinue Date \_\_\_\_\_

Allergies \_\_\_\_\_ Contraindications \_\_\_\_\_

Common Side Effects  
\_\_\_\_\_  
\_\_\_\_\_

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent Consent

I give permissions for my child, \_\_\_\_\_, to receive the above ordered medication from the school nurse as prescribed and directed by her/his physician.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_