



“charging towards academic excellence”



MOUNTVIEW MIDDLE SCHOOL



read... think... learn



2011-2012

508-829-5577

www.wrsd.net/mountview



August 30, 2011

Dear Parent/Guardian:

On behalf of the staff and administration of Mountview Middle School, I would like to take this opportunity to welcome you back to school for the 2011-2012 school year. We are looking forward to an exciting and successful year. Mountview has enjoyed your support and cooperation in the past and it is our hope that the same level of involvement will continue throughout this school year.

In order to enable us to work together effectively and to ensure that you are aware of the expectations, both long-term throughout the year and on a daily basis, we have provided each family with a Mountview handbook. We ask that you read and discuss all of the information contained in the Student Handbook with your child(ren). We hope that you will find the booklet helpful in understanding our school vision, our policies, and our disciplinary practices and procedures. If you have any questions, please feel free to contact the administration.

When you have reviewed the book with your child, please sign and return the bottom portion of this letter to your child's homeroom teacher by Friday, September 2, 2011. Please read through the discipline section (dress code and cell phones especially) carefully as these are very important areas. We do update this booklet each year, so please take the time to read it through.

Please note that although we do not have late buses this year, students who are assigned detentions will still need to attend them. This would be a great opportunity to discuss with your children what their responsibilities are as students and what they need to do in order to avoid detentions as this year it will be more of a hardship for parents to do a pick up without late buses.

Once again, thank you for your support and we look forward to working closely with you throughout the school year. As always, if you have any questions or concerns, please feel free to call.

Sincerely,

C. Erik Githmark
Principal

September 2, 2011

I have read and understand the policies, practices and responsibilities outlined in the handbook. You can use this one form for all the children in your family. Please return it to the oldest child's homeroom teacher.

Students' Signatures

Parent/Guardian Signature

**Parent Permission for
Student Work/Photographs in Grades K-8 to be Displayed
on School/District Web Pages**

In accordance with the Wachusett Regional School District Policy #P6531, approved on June 7, 1999:

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

Please check and sign the appropriate response below as it pertains to each part of this policy. Please return completed form to your child's homeroom teacher by Friday, September 2, 2011.

STUDENT NAME: _____

1. For the 2011-2012 school year, I give my permission to have my child's work displayed on the school site web pages or the District or school web page with her/his first name only. **(No full name of a K-8 child may be used.)**

_____ YES _____ NO

2. For the 2011-2012 school year, I give my permission to have my child's photograph displayed on the school site web pages or the District or school web page only identified by classroom teacher or grade. **(No full name of a K-8 child may be used.)**

_____ YES _____ NO

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

CONNECT-ED INFORMATION UPDATE

ConnectEd is a communication system that allows the Wachusett Regional School District to contact all parents/guardians, via a phone call, with any important information. This would include school cancellations or early dismissals due to weather issues, upcoming school events, MCAS reminders or any other emergency information deemed necessary to share. Please indicate the **one** phone number that you would like to designate as your contact number for ConnectEd purposes only.

Student Name: _____

Parent Name: _____

ConnectEd Contact Number: _____

ConnectEd Email Address: _____

Do you wish to be contacted when school is cancelled due to snow? Yes _____ No _____

Please keep in mind that this call could happen as early as 5:30am on school days.

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

French/ Français

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

German/ Deutsch

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

Russian/Русско

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

Korean/한국어

당신가 번역이 책자가 필요하면, 자녀의 학교의 주요 사무실에 문의하시기 바랍니다.

Chinese/汉语

如果您需要这本小册子被翻译，请与您的儿童的学校大会办公处联系。

Japanese/日本語

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

Hindi/हिन्दी

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

Polish/Polski

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

Greek

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

Italian/Italia

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

Arabic

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/>.

2011-2012 FACULTY & STAFF

C. Erik Githmark, Principal
 Karen Hughes, Assistant Principal Brian McCarthy, Assistant Principal
 Margaret Carlson, School Psychologist
 Melissa Kroscozka, School Nurse
 Beth Rinaldo, Front Desk Secretary Carleen Smith, Office Secretary

Grade 6 Gold

Language Arts	Melissa Johnson	103
Language Arts	David Fredette	102
Geography	Robert Champlin	100
Mathematics	Lisa O'Connor	101
Science	Lorraine Neilan	105

Grade 6 Blue

Language Arts	Patricia Munzner	109
Language Arts	Lisa Swalec	110
Geography	Tracy Field	111
Mathematics	Tracy Lawrence	112
Science	Kenneth Ambach	108

Grade 6 Gold & Blue

Grade 6 Seminar	Elisabeth Hughes	106
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Art	Alexis McConnell	305
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Grade 7 Gold

Language Arts	Jill Poulin	208
Ancient History	Diana Pahl	202
Mathematics	Scott Hill	200
Science	Jason Tyler	209

Grade 7 Blue

Language Arts	Kelley Nosel	207
Ancient History	William Turgeon	205
Mathematics	Matt James	201
Science	Wayne Boisselle	206

Grade 7 World Languages

French	Kathleen Ambach	210
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Spanish	Corrine Emge	203
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Grade 8 Gold

Language Arts	Caroline Hagenbuch	312
World History	Debra Mudge	300
Mathematics	Herb Ridley	302
Science	Dawn Smith	308

Grade 8 Blue

Language Arts	Jennifer Tellier	314
World History	Michael Smith	301
Mathematics	Melissa Tooley	310
Science	Megan Hughes	309

Grade 8 World Languages

French	Janet Foley	303
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Spanish	Lynn Hanley	313
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Related Arts

Art	Alison Aliskevicz	307
Graphic Arts	Carolyn McGrath	106
Technology Ed.	Douglas George	107
Physical Ed.	Krissy Teevens	Gym
Physical Ed.	Ashley Eydenberg	Gym
Health	Asia Snyder	211
Chorus	Brendan Ferrari	213
Band	George Paradis	212
String Orch.	Susan Torode	304

Special Education

Grade 6	Karen Therrien	104
Instruct. Aide	Claudia Eddy	
Instruct. Aide	Paula Plumley	
Instruct. Aide 6/7	Sarah Hughes	
Grade 7	Charlotte Cote	204
Instruct. Aide	JoAnn Conor	
Instruct. Aide	Lynn Brothers	
Grade 8	Kimberly Nash	310
Instruct. Aide	Jane Todd	
Instruct. Aide	Rachael Phaneuf	

Library Aide	Dawn Rooke
Tech. Assist.	David McKenney

Speech Pathologist	Jeri Taronis
Reading Specialist	Carla Brooks
ELL Tutor	Andrea Caspari

Custodial Staff

Dennis Hyson, Head Custodian
 Alexander Connolly
 Don Peterson
 Joseph Jakubiak
 Matthew Sullivan
 Connie McEwan

Food Services/Cafeteria Staff

Sandra DeMaio, Manager
 Hazel Hooper
 Tomoko Meyer
 Margaret Barton
 Linda Shamlian

Welcome to Mountview Middle School!

On behalf of the Mountview Middle School faculty and staff, we look forward to working with each of you and assisting you in your middle school years.

This handbook is designed to stress and support the core values of our school; those core values being **respect and responsibility**. This handbook has been prepared to explain to you some of our rules and procedures. The rationale behind each rule and procedure is to create a school atmosphere that promotes both respect and responsibility in a safe, intellectually challenging environment. Our goal is to nurture, motivate and inspire students to maximize their potential.

Please review this booklet carefully with your parents. If you have any questions about anything, ask your teachers, administrators, or other staff members. They will be happy to answer your questions.

Best wishes for a successful school year.

C. Erik Githmark
Principal

ADMINISTRATIVE OFFICE
WACHUSETT REGIONAL SCHOOL DISTRICT
1745 Main St.
Jefferson, MA 01522
Telephone: 508-829-1670

Dr. Thomas P. Pandiscio, Superintendent of Schools
Dr. Darryl McCall, Director of Operations
Mrs. Susan Sullivan, Director of Administrative Services

MOUNTVIEW MIDDLE SCHOOL
270 Shrewsbury Street
Holden, Massachusetts 01520
Telephone: (508) 829-5577

C. Erik Githmark, Principal
Karen L. Hughes, Assistant Principal
Brian E. McCarthy, Assistant Principal
Carleen Smith, Secretary
Elizabeth Rinaldo, Office Aide
Margaret Carlson, School Psychologist
Melissa Krosoczka, School Nurse

SCHOOL HOURS

Office Hours 7:30 AM - 4:00 PM Monday through Friday
School Hours 8:20 AM - 2:45 PM
Students enter the building at 7:58 AM and dismissal is typically completed by 3:00 PM.

Mountview Vision and Mission Statement

Mountview Middle School believes that all educational and school related decisions should be based upon the divergent needs and uniqueness of the early adolescent.

I. We believe in:

- Helping students develop and improve their critical thinking skills.
- Helping students understand the principles and responsibilities of a democratic society including respect of others and the world around them.
- Helping students understand and successfully cope with the mental, physical, emotional and social changes they are experiencing as preadolescents and adolescents.
- Providing a safe and supportive environment free from harassment and intimidation.
- Developing a student's sense of self-discipline, self-respect, and self-reliance.

II. We believe:

- Each student is capable of learning and should be held to high expectations.
- Students must be actively involved in acquiring and applying skills, knowledge and attitudes.
- Our curriculum should be integrated and not separated by single subject boundaries.
- Our instructional strategies must be diverse and emphasize active learning.
- A variety of assessment strategies that measure clearly defined outcomes are an integral part of the process.

Our aim is to prepare young adolescents to be successful, productive and contributing members of our changing, global society.

POLICY RELATING TO PUPIL SERVICES (WRSD Policy 6436)

TOLERANCE

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.

ACADEMICS

HOMework: Homework is an important part of the learning process and includes opportunities for students to practice, prepare for, and extend classroom learning. It should be meaningful, engaging, and purposefully support the curriculum while helping students develop responsibility and good work habits. Homework assignments can play an important role in student achievement. Homework is an extension of the classroom and is another way of developing self-discipline and good organizational skills. **Missing homework assignments is one of the major reasons students have failing grades.**

Students can expect to spend approximately 1½ hours on homework in grade 6, 2 hours in grade 7, and 2 ½ hours in grade 8. These guidelines represent time on task. Some variances in homework are expected due to assignment difficulty, student pacing, and abilities. When the amount of homework consistently deviates to a significant degree, parents should contact their child's teachers.

Students, you have the following responsibilities related to homework: Record all assignments in your agenda book. Organize and transport necessary materials for homework to and from school. Establish and maintain routines and schedules that are conducive to quality completion of homework. Complete homework and submit it on time. Seek assistance from your teachers and parents when you need it.

Parents, in assisting your child to complete homework, we offer the following suggestions: Check your child's agenda book regularly. Monitor the school website and, specifically, the teachers' websites to help your child plan for upcoming assignments – be involved! Check your child's homework assignments for quality. **If your child has been diligently working on an assignment for more than 30 minutes, you are allowed to sign off that you feel he/she has spent enough time on this assignment for the night (40 minutes in grade 8).** Sign off on your child's agenda book if this has been prearranged with your child's teachers. Don't make unnecessary excuses for your child – encourage them to put forth more effort so that excuses can be avoided.

HONOR ROLL: The Mountview Honor Roll is published each quarter for students in grades 6,7 & 8. High Honor Roll is all "A's" and Honor Roll is all "A's" and "B's". Academic achievement is recognized throughout the school year in a variety of ways.

REPORT CARDS: Report cards are issued four (4) times a year at the end of each marking period. **Report cards are to be signed by parent or guardian and returned to school within three days. Students who fail to return progress reports and report cards within three days could receive a detention.**

PROGRESS REPORTS: Progress Reports are issued at the mid-point of each quarter. The purpose of the report is to notify the student and parents of their progress. At this time, progress reports are only issued electronically through PowerSchool. The principal will send a Connect-Ed message to parents indicating that progress reports comments are ready for viewing.

PARENT ACCESS TO STUDENT GRADES: The Wachusett Regional School District utilizes a student information management system. *PowerSchool* also has a parent component that allows parents access to their child(ren)'s grades via a secure internet site. Prior to the opening of school, parents will be sent a letter with the *PowerSchool* username and password. It is important to note that reporting of grades is the final step in assessing students. Teachers are only required to report grades two times per marking period (progress report time and report card time), and the administration heavily supports that requirement. The Administration reserves the right to revoke parent access to *PowerSchool* if it is misused. If at anytime during the school year, a parent misplaces their username and password, please contact the office.

CONFERENCES: Conferences with teams, individual teachers, counselors or administrators to discuss a student's progress are encouraged. Parental requests for a conference should be made by contacting the individual teacher or, for a full team conference, the grade-level administrator.

INCOMPLETE GRADES: Students have ten (10) school days after the close of grades to submit make-up work.

EXTRA HELP: Initiative for obtaining extra help rests with the student but should be encouraged by parents or guardians. Extra help is also available before school, but not every day and not with all teachers. Students should check with a teacher the day before to see if that teacher would be available.

GROUPING: Based on individual needs, students will be assigned to one of two ability levels in math in grade eight only. Teacher recommendations, achievement, and diagnostic testing will determine student needs. Initial class assignment in each subject area will not be binding for the school year - reappraisal and reassignment may be necessary.

FIELD TRIPS: Field trips are scheduled throughout the school year. These are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the region. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. In many cases, there will be both academic and behavioral requirements to be met in order to participate in the field trip experience. Such requirements will be clearly outlined in the notice sent home to parents. Classes will be held for students who are not participating in a field trip. The school has the authority to discipline students for inappropriate behavior off campus at school-related functions or any other type of activity reasonably related to school activities. All school rules, including dress code, apply to field trips. **Cell phones are not allowed on field trips.** See cell phone policy for consequences.

GRADUATION REQUIREMENTS – GRADE EIGHT: A grade eight student who receives more than one (1) failing final average in any subject area will be ineligible for a diploma and will not be allowed to participate in graduation activities including the class trip, semiformal, and the graduation ceremony. Students who have one failing final average will be allowed to graduate, but may not be allowed to participate in grade eight end-of-year activities.

TEXTBOOKS: All textbooks issued to students must be covered. If a student does not return his/her assigned textbook or if he/she returns it in unacceptable condition, he/she will be required to make restitution. Many textbooks are available online. Please refer to the Mountview website at www.wrsd.net/mountview.

ENRICHMENT: Mountview Middle School is committed to providing a high quality education for all students with the goal of maximizing the performance and achievement of every individual. Staff is encouraged and expected to use innovative teaching implementing the district curriculum in creative and flexible ways. It is recognized that students possess a broad range of intellectual skills and creative talents that can be challenged by diverse and stimulating activities. (WRSDC Policy 3611.4)

STUDENT PUBLICATIONS: Our school recognizes and supports student publications and other literary activities that give students an experience in journalism. Final editorial control and approval of all materials intended for publication are the responsibility of, and are subject to the approval of the Principal. (WRSDC Policy 65150)

TESTING: Massachusetts Comprehensive Assessment System (MCAS) is done in compliance with Massachusetts state regulations. Information will be provided to the parents and community when it is available. No cell phones or electronic devices are allowed during testing.

TEACHER WEBSITES: Many of Mountview's teachers have created their own websites to keep parents and students updated on current activities and assignments. These can be a great resource to both students and parents. **It is important to note that teachers are not required to maintain a website or to update it regularly.** Parents should not contact teachers with complaints about websites.

COMPUTERS: It is the policy of the Wachusett Regional School District that all students will be able to use technology to become lifelong learners. Students' names will be published with their work only when written permission is received by the parents. This note must be received by the second week of school.

Technology is available for student academic use under the following guidelines:

- (a) Students may not install any software on any computers or attempt to make copies of software that is on the hard drive.
- (b) Respect others' rights to privacy and not access or use information on a computer without permission of the owner of the information.
- (c) Respect others' property. Do not make changes to or delete computer programs, files, or information that belong to others.
- (d) Use computers, software and related technologies for purposes that are within the law, that are beneficial to others, and that are not harmful (physically, financially, or otherwise) to others or others' property.

Students using the Internet do so with the following stipulations:

- (a) As to any interaction with strangers, use common sense and exercise caution. Do not give out your phone number or address. Privacy is not guaranteed, so be careful of what you say and how you say it. Report problems or concerns to your teacher

- (b) Accept personal responsibility for appropriate use of system. Abuses (i.e., pornography, illegal solicitation, racism, sexism and inappropriate language) are prohibited and should be reported to your teacher.
- (c) Use is limited to activities which support education and research. Copyrighted materials, plagiarizing works, threatening or obscene materials or trade secrets may not be transmitted. Violation of this provision could result in prosecution.
- (d) Access to the network is a privilege not a right, and as such may be revoked for cause (i.e. inappropriate use). Revocation of privileges may be requested by administration, staff or faculty, and shall be authorized by the building principal. The appeals process will be the same as for any disciplinary infraction.
- (e) On-line etiquette proceeds from every day acceptable conduct and includes: being polite, using appropriate language, maintaining all users' privacy, appropriate use of e-mail (no support of illegal or illicit activities), being considerate and not disrupting the network by game playing or large scale downloading.
- (f) Network files are not private and remain open to administrators to maintain system integrity, insure appropriate use and to maintain hard drive storage. Additional storage beyond what is pre-assigned may be requested through the building media specialist.
- (g) Users of the system do so at their own risk. Damages, including loss of data or information inaccuracies, are not the responsibility of the Wachusett Regional School District.
- (h) Security remains a high priority. All users are responsible for system security and should report problems to their teachers.
- (i) Breaches of security may include: use of another person's password, access to another's file without permission, and use of another's account.
- (j) Vandalism, including malicious viruses, will result in loss of privileges and possible legal action.

NATIONAL JUNIOR HONOR SOCIETY: NJHS is sponsored by the National Association of Secondary School Principals. Mountview's chapter was chartered in the spring of 2008, and students in grades seven are eligible to join. Membership is open to students who excel in the areas of scholarship, leadership, and school and community service. There is a selection process and parents will be notified by mail if their child has been invited to be a member.

ATTENDANCE

Consistent attendance is a prerequisite for maximum student achievement. If your child will not be attending school, please call the school prior to 7:45 A.M. to inform us. The school nurse may verify absences via phone calls home.

MAKE-UP WORK: Students who have been absent or who are doing poorly in a subject must assume the responsibility for making up work and/or asking for extra help. If a student is absent for a prolonged period of time due to a medical issue, he/she will be given an adequate amount of time to makeup the work missed (number of days missed will equal number of days allowed to do make up work). **If your child is absent for one or two days, please have him/her call a friend to find out the missing assignments or check the website.** Parents may request and pick-up homework from the office on the third consecutive day of absence. Assignments will be available for pick up at the office after 3:30 PM.

TARDINESS: Students are expected to be at school on time. Any student who arrives to school after 8:15 is considered tardy. **After three tardies in one term, students will receive notification and disciplinary action (detention and/or suspension) for continued offenses.** If your child is being seen at a doctor's office and is tardy for that reason, please get a note from the doctor's office and give it to the secretary when you report to school. In these cases, and *only* with a note from the doctor, the tardy would be excused.

DISMISSAL: Students being dismissed early **must** have a written parental note stating the **specific dismissal time** being requested, the **reason for the early dismissal** and **who will be coming for the student**. Please be sure to write the child's first and last name on the note. This note must be presented to the office for approval. Parents are requested to report to the office before picking up their child. Children will not be allowed to go home with another child without written consent from their parent. Once the school day has ended, students are to leave the school grounds unless specifically staying after for a sport, extra help, or adult-supervised activity. Students may not be in the school or on grounds unsupervised. If utilizing the athletic fields on their own, students must go home and then report back to school with adult supervision.

TRUANCY: Any student who is absent from school for all or part of the school day without the knowledge and consent of his/her parents shall be considered truant. Truant students will be subject to disciplinary action by the school and will be required to make up all class time missed. Repeated truancy could result in a

juvenile court referral.

FAMILY VACATIONS DURING SCHOOL TIME: The District does not condone students going on family vacations during school time. Extended absences from school usually have a negative effect on student performance. Vacations during the school year interrupt a consistent flow of learning. The class time lost can never be regained. In the event that school time is lost due to a family vacation, please note that it is the parents' and students' responsibility to check the teachers' websites for assignments if they are available. Teachers are not required to prepare work ahead of time. Once the student returns to school, he/she is responsible for seeing his/her teachers to get all make up work. The students will have ONE WEEK to make up the work missed due to a vacation. A letter should also be submitted to the school nurse in order to avoid absentee phone calls.

NO SCHOOL ANNOUNCEMENTS: No School announcements will be aired starting at approximately 6:00 AM on the following local television stations: channels 4, 5, and 7. Students or their parents should continue to listen to these stations for further announcements indicating a change from delay to no school should weather conditions change. A two-hour delay would delay the school start until 10:15am, and dismissal would remain at 3:00pm. The District also utilizes the *ConnectEd* system to notify parents of school delays and callings via phone. In an emergency such as severe weather or a boiler breakdown, school may be dismissed earlier than the regular closing time. Parents should inform their children as to what they should do in case of an early dismissal. In a case such as this, Mountview would activate its *ConnectEd* system and a computer-generated message would be called to your home phone. Dismissal on half days is at 11:45 AM. No lunch will be served on half days of school.

HEALTH SERVICES

HEALTH SERVICES: Students who become ill or injured will be directed to the school nurse(s) 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 and are not permitted to call parents to dismiss themselves. 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.

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 physical must have a physical examination within the first year. A physical exam is also required prior to tryouts for competitive athletics or cheerleading.

MANDATED SCREENING PROGRAMS: Students in grades K, 1, 4, 6-8, and 9 are weighed and measured, and students in grades K (at the time of Kindergarten registration)-5, 7, and 10 are tested for vision and hearing. Students in grades 5-9 receive an annual postural screening for scoliosis. The screening is done by the school nurse with assistance from the physical education staff. Parents will be notified if screening procedures identify possible problems.

CONTAGIOUS CONDITIONS: Parents are requested to report and incidence of contagious disease or condition 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.

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. The Massachusetts Department of Public Health requires that all students entering grade seven have the following immunizations prior to the start of the school year: one dose of Tdap and two doses of Varicella or documentation of chicken pox disease.

ATHLETICS

Mountview Middle School offers a competitive interscholastic sports program to our students. The sports offered are field hockey, soccer, and track/cross-country in the fall, basketball and cheerleading during the

winter, and, baseball and softball in the spring.

Students should understand that participation in all of these sports---with the exception being track/cross country---is the result of a selective process. All student athletes are given fair and ample opportunity to demonstrate their abilities prior to the start of game situations and the final formation of the teams.

Following an equitable try-out where your child will audition with other athletes from his/her grade level, there is a cut process. This is the most difficult aspect of the selection of any competitive athletic program. It is important for you and your child to understand that, as a member of an interscholastic athletic team, there is no guarantee of equitable playing time. While it is our belief as a middle school that the point of joining any activity is to learn and improve one's skills, the decision of the coaches as to the selection of team members and the assignment of playing time will not be pre-determined by the administration.

Middle school participation requirements:

Academic – Students must pass all subjects as reported on the most recent formal communication with parents. Positions will not be held for students. Waivers may be granted upon the recommendation of the Principal. Student athletes may be dismissed from a team at mid-term progress report and end-of-quarter report card times if averages indicate a grade below a 60 in any class.

Behavioral - Students on interscholastic teams must demonstrate proper 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 any athletic activity. A student serving a suspension (ISS or OSS) on the day of a practice or game is not allowed to participate in the athletic program activity on that day.

The Middle School Athletic Eligibility Form must be complete prior to trying out for a sport. Students will not be allowed to try out without a completed form on file with the nurse. Documentation from the student's physician that indicates the student has had a physical in the past thirteen (13) months or 395 days, and that the student is not restricted in any way from participating in the program is required prior to the student/athlete's participation.

Also required is documentation from the parent that the student carries the school accident insurance plan, or that the family carries adequate insurance in order to participate in interscholastic athletics.

An athletic fee of \$70 per sport has been established (\$150 for football) and must be paid prior to a student participating in the first athletic event after making a team. Checks are made out to WRSD and are deposited in the district-wide athletic fund for buses, officials, uniforms, etc. (WRSDC Policy 4251)

Mountview looks to provide intramural activities at various times throughout the year where the goal is active involvement for all players. Such activities depend upon faculty and staff who volunteer to supervise them.

MISCELLANEOUS

ACCIDENT INSURANCE COVERAGE: The Wachusett School Department sponsors a student-participation insurance plan. Brochures describing the plans available will be distributed during the first week of school.

CARE OF SCHOOL PROPERTY: Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage school property, equipment or books will be required to pay for the damage done or to replace the item and may be suspended up to five days for their actions.

FREE & REDUCED PRICE MEALS: Applications for free milk and free and reduced price meals will be sent home with each student at the beginning of the school year. These applications are available at all times in the school office.

HALL SLIPS: Students must have a signed pass by a teacher whenever they are not in class (except for changing classes or going to lunch).

INSURANCE: The Wachusett Regional School District shall require each student participating in intramural programs and/or athletic teams to provide evidence of an active accident or health insurance

policy covering the student.

LIBRARY: The school library is an integral part of the school program. It supplies materials to support and augment the course of study and to encourage recreational reading. The Library also has a media center where computers are available for research. The usual loan period for books, magazines and pamphlets is two (2) weeks. To promote the prompt return of borrowed items, a fine of five cents (\$.05) per day is charged for those books which are more than one (1) day overdue. Students are responsible for replacing lost books or materials. People will be notified of significantly overdue books via mail.

NOTICE TO PARENTS OF RIGHT OF EXEMPTION: The Wachusett Regional School Committee supports the right of parents or guardians to exempt their children from any portion of the curriculum which involves reference to human sexual education or human sexuality issues. The district will notify parents regarding the presentation of curricula that involves those issues. Parents or guardians shall have the flexibility to exempt their children from any portion of the said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption. In the event of such an exemption, a substitute assignment may be provided. To the extent practical, the Wachusett Regional School District shall make program instruction materials for said curricula reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review. (WRSD School Committee P3313.1)

PARENT-SPONSORED CELEBRATIONS: Parents are not permitted to bring in party supplies (cakes, pizzas, etc.) for a celebration during lunchtime or at any other point during the school day unless it is part of a class project sponsored and approved by a teacher.

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

Regulations: The State Board of Education has adopted regulations pertaining to student records that are designed to ensure parents' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by the District on a student in a manner such that he or she may be individually identified. The regulations divide the record into the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system. The temporary record contains the majority of the information maintained by the school system about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors, and other persons. The temporary record is destroyed seven years after the student leaves the school system. The following is a summary of major parent and student rights regarding their student records:

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

Confidentiality of Records - No individuals or organizations are allowed to have access to information in the student record without specific, informed, written consent of the parent, legal guardian, or student of legal age. Exceptions include only those state agencies that specifically are authorized to request student information. According to federal law, the District is required to release the names, addresses, and telephone listings of students to military recruiters and institutions of higher learning upon request for recruitment and scholarship purposes without prior consent. Parents and eligible students have the right to request that this information not be released without their consent by notifying their school building office in writing. At the beginning of each school year, parents will be mailed a form to complete, indicating their choice to give or withhold their consent to release information. The District Administration shall not release a student's social security number or date and place of birth to anyone except as required by law.

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the

school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system. *Destruction of Records* - The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction. Consistent with the Education Reform Act, the District will transfer a student's record to a new school outside the Wachusett Regional School District without prior consent required from the parent or eligible student.

LOCKERS: A locker is the property of the Wachusett Regional School District which is issued to each student for use at the beginning of the school year for storage of books, coats, and boots. The Administration reserves the right to search lockers at any time. Students are required to keep materials inside their lockers, not in the hallways, and to keep their lockers closed. No locks are allowed on lockers.

SCHOOL DANCES: School dances are for **Mountview students only. Students who were absent from school on the day of the dance or who were dismissed for health reasons are not allowed to attend the dance.** Dances generally take place on Friday nights from 7:00 - 9:00 PM. School personnel and parents supervise all dances. All school rules and regulations apply and will be enforced at school dances. Police officers will be on hand at all school dances. Parents who wish to chaperone a dance must have a current CORI check done by the district. All dance styles must comply with modesty and safety. The faculty and administrators in attendance will be the final judge of the appropriateness of the dance style. If the staff feels the dancing is inappropriate, the student may be asked to leave. Failure to comply with the rules will result in removal from the dance, notification of parents/guardians, and other disciplinary action as determined by the school administration. Students must be picked up on time at the end of the dance. Students who are picked up after 9:15 PM will not be allowed to attend the next dance. Students who still remain at the school at 9:30 PM will be taken to the Holden Police Department by the officers on duty, and parents will need to make their pick up at the police station.

SCHOOL EVACUATION DRILLS: **Fire drills** are held regularly to insure the safety of all persons in the event of fire or disaster. Students are instructed in understanding signals, exits used, procedure for leaving the building, areas in which to assemble, and procedure in returning to the building. Periodic checks by the Holden Fire Department are conducted. **Lock-down drills** are also held a couple of times each year. These are held so that in the event of a critical incident taking place, students and faculty understand what procedures are to be followed that will keep them safe and secure in their classrooms. The Holden Police Department and the Fire Department take part in these drills.

SCHOOL MAGAZINE DRIVE: At the beginning of each school year, the students of Mountview Middle School participate on a voluntary basis in a fund raising drive through the sale of magazine subscriptions. The money derived from the sale of magazines is spent in accordance with the student activity account mission statement.

SCHOOL PICTURES: School pictures will be taken early in October or November and should be available prior to the December vacation. Payment must be made at the time the pictures are taken. Refunds or retakes will be available upon request. Opportunity for spring picture participation is optional.

STUDENT COUNCIL: The Student Council is the student-elected governing body through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises.

TELEPHONE: Messages from home should be left in the school office. Students will be called out of class **only** in an **emergency**. This is to minimize classroom disruptions. Students are not allowed to use the office phones unless it is an emergency situation. When a student is given permission to use a school phone, he/she is encouraged to leave a message. Phone calls to the office stating "someone has just called me from this number" are very difficult to track given the number of students in our building.

TRANSPORTATION

School bus transportation is provided by Robert L. McCarthy & Son, Inc. (1-800-483-1669). It should be expected that students will go to and from school by the same means on a daily basis. A parent or student

may choose an alternate mode of transportation over which the school system has no authority. Therefore, a choice to use an alternative mode of transportation other than the school bus shall be at the risk of the parent and the student. It is the intent of the WRSD school committee to comply with state law and bus students who live two (2) or more miles from the school they attend. Students may be required to walk up to one (1) mile to a bus stop and up to but not including two (2) miles to his/her school. Exceptions to the above rule for such reasons as safety, special needs and physical handicaps may be made by vote of the committee.

TRANSPORTATION SAFETY AND SECURITY PROCEDURES

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

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

1. Children will be instructed as to the proper procedure for boarding and exiting
2. Emergency evacuation drills will be conducted at least twice a year to acquaint
3. All vehicles used to transport children will be inspected periodically for
4. Classroom instruction on school bus safety will be provided.

ALTERNATE STUDENT TRANSPORTATION

It shall be expected that bus students will go to and from school by the same means on a daily basis. A parent or high school student may choose an alternate mode of transportation over which the school system has no authority. Therefore, a choice to use an alternative form of transportation other than the school bus shall be at the risk of the parent and the student. Procedures for requesting alternate transportation to and from school shall be contained in the student handbook. The high school student will be responsible to inform parent/guardian on taking a late bus or alternate means of transportation. K-8 students will be required to present written permission notice to the school from parent/guardian when using alternate means of transportation. In case of emergencies, oral notification will be an acceptable alternative with the administration making a written record of the notification. All high school students applying for a parking sticker and using a personal vehicle to transport other students will be required to carry personal liability insurance on the vehicle in the amount of \$100,000 - \$300,000.

WRSD BUS DISCIPLINE PROCEDURES AND CONSEQUENCES

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

LEVEL 1

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

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

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

1. The bus driver will report misconduct occurring on the school bus to the school administration.
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.

Bus Safety: 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. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations. (WRSDC Policy 7240)

The School’s Procedures: Once the bus driver has submitted a written complaint to the school principal or designee, consequences of offenses will be assigned at the discretion of the administration. A disposition form will be sent to the parent/guardian for signature. First offense could result in bus suspension or detention. Subsequent offenses will result in increased discipline including detentions, bus suspensions, or suspensions from school. On the fifth offense, the student will lose bus privileges for the remainder of the school year. The parent/guardian will be notified prior to any suspension of bus privileges. The administration reserves the right to consider extenuating circumstances in determining disciplinary consequences. Serious violations will be treated accordingly. Restitution will be expected for vandalism.

CONVENIENCE TRANSPORTATION WILL NOT BE PROVIDED. Permission for any student to ride from school on another bus will be given only in an emergency situation (parent not home/child care emergency). A note requesting that a student ride another bus will not be honored unless the reason is given and it qualifies as an emergency. All notes regarding transportation changes must be brought to the office during morning homeroom period and receive approval from an administrator. **Last minute changes will not be allowed.**

STUDENT DROP OFF AND PICK UP: Parents driving students to school should enter via the west driveway (entrance only) and discharge riders in front of the school. In order to avoid possible injury, it is important that students be discharged **only in front of the school**. At the end of the school day, bus students are the first to be dismissed. Parents picking up students must park away from the driveway corners as it is often difficult for the buses to maneuver.

BICYCLE & SCOOTER RIDERS: Bicycle riders are to walk their bicycles across main thoroughfares where school crossing guard is located. Riders are to continue to walk their bicycles on school grounds to reach the appropriate parking areas. **All students must wear bicycle helmets when riding their bikes (MA law).** The privilege of riding bicycles to school may be taken away at any time if the student does not follow safety procedures or is endangering other students. Bike racks are located in the front entrance area of the school.

PARENT/SCHOOL ORGANIZATIONS

The **Parent Teacher Association (P.T.A.)** is comprised of parents who have children attending Mountview Middle School, members of the teaching staff, and the building administration. Representatives of the P.T.A. meet monthly to initiate and organize home and school activities. Parent orientation programs, coffee hours, open houses, and a number of student-centered events are sponsored each year. The P.T.A. also raises funds throughout the school year and distributes monies raised to school and student activities. The P.T.A. also gives parents the opportunity to become directly involved in matters that affect their children in middle school.

The **School Improvement & Modernization Council (SIMCO)** is set up to establish a process of interaction among the community, teachers, and administration which will enable Mountview Middle School to become an environment cognizant of change and the need for continuing improvement. SIMCO meets monthly, at a time to be determined by Council members. The selection of parent members to fill vacancies is done by an election held by the P.T.A.

STUDENT MANAGEMENT - DISCIPLINE

Mountview Middle School is a superb school with a long tradition of excellence. We are proud of our curriculum instruction and education support. Our school environment can only remain strong, however, if we maintain order and proper decorum in our building. All members of the Mountview community are expected to treat themselves and others with respect. Mountview Middle School has clean behavioral expectations for our students; there are consequences for those who choose to disobey our rules.

DISCIPLINARY DUE PROCESS

1. **SHORT TERM DISCIPLINARY SANCTIONS:** A student will be given oral notice of the offense with which he/she is charged and an opportunity to respond prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) consecutive school days or less. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.
2. **LONG TERM DISCIPLINARY SANCTIONS:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, the decision maker (Principal/School Committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal to the Superintendent of Schools. For exclusion imposed pursuant to M.G.L. c. 71 §37H½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76 §17, the student shall have the right to file a written request for reconsideration by the Committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect.
3. **STUDENTS WITH DISABILITIES:** Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Administrator of Special Education.

CONSEQUENCES FOR VIOLATIONS OF SCHOOL RULES

DETENTION: Detention will be held Monday through Thursday from 3:00 to 4:00 PM. Detention may be assigned by the administration or by a teacher. During office detention, students sit silently for one hour and are not allowed to complete work. The student will be given 24 hours notice, or the parent will be notified before having to serve a detention. Students who fail to serve an assigned detention will receive two detentions for their first miss. Failure to

serve another assigned detention could result in suspension. Students who consistently receive detentions may receive an in-school suspension after three detentions in a semester. Further disciplinary action may be necessary for chronic offenders.

SCHOOL SERVICE: Some students who violate school policies may be assigned to perform school service in place of other penalties. Such service may include projects that assist in the operation of the school community.

BEHAVIOR CONTRACTS: In order to address inappropriate behaviors on the part of individual students, some students and their parents will be required to sign contracts outlining specific behaviors expected of students and the consequences that will follow if these behavior expectations are not met.

IN-SCHOOL SUSPENSION: If a student receives an in-school suspension, he/she is required to report to school. The student is then placed in a supervised study area for the day and is required to work on a series of school assignments. Parents will be notified.

SUSPENSION: In certain circumstances, it may become necessary to suspend a student from attending school. These instances involve serious disruptions to the school community, or when other forms of discipline do not appear to be effective. Being suspended from school means that a student must remain off school property during the period of suspension and can not attend or participate in any school-related activities. Written notification of the charges will be given to the student and his/her parents. The student and his/her parent(s) may have the opportunity for a hearing with the principal within three days. Following a suspension from school, there may be circumstances where a parent/guardian would be required to bring the student to school on the day of the student's scheduled reentry. The student will be allowed to make up any work missed during the period of suspension.

JUVENILE COURTS: The school administration will use the court system to work with students who are habitual school offenders or who have excessive absences from school.

POLICE ACTION: For any violations of Massachusetts State Laws, police may be notified.

EXCLUSION/EXPULSION: These can be used as a disciplinary measure in extreme and chronic behavioral situations. This may include situations such as possession/use of weapons, assault, sale or use of an illegal substance, or other serious offenses.

CORPORAL PUNISHMENT: Shall be prohibited.

POLICY RELATING TO PUPIL SERVICES **BEHAVIOR AND DISCIPLINE**

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

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

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

1. age of the student;
2. mitigating circumstances;
3. previous behavior of the student; and
4. attitude of the student.

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

1. student rights and responsibilities;

2. student behavior and discipline; and
3. glossary of terms.

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

Liability for Damages. The 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.

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

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

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

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

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

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

THE FOLLOWING ARE CONSIDERED MAJOR VIOLATIONS:

1. **Gross Disrespect & Insubordination:** First offense ~ parent notification, immediate suspension from school. Subsequent offenses ~ increased suspension from school.
2. **Controlled Substances (Drugs) and/or Alcohol:** Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of drugs, drug paraphernalia or alcohol will be suspended up to ten days and may be subject to expulsion. Students with substance abuse problems will be encouraged to enroll in an appropriate substance abuse program. (WRSDC Pol. 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.

3. **Weapons:** Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or knife, will be suspended up to ten days and may be subject to expulsion. (WRSDC 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.

4. **Inappropriate, Vulgar Language and Gestures:** First offense ~ parent notification, in-school suspension. Subsequent offenses - suspension from school. This includes references to race, sexuality, etc. (see harassment policy – WRSDC Policy 6437A).

5. **Harassment, Bullying, Discrimination, and Hate Crimes:** All forms of harassment, bullying, discrimination and hate crimes related or unrelated to race, color, National origin, ethnicity, religion, sex, sexual orientation, age, or disability is prohibited. (WRSDC Policy 6437A)

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, religion, national origin, ethnicity, 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. A single incident may, depending upon its severity, create a hostile environment.

Bullying is defined as a form of aggression involving a power imbalance between the bully and the 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 the District policy.

Depending on the severity of the harassment or bullying, these steps will be taken:

- A written and verbal reporting of the incident will be given to the principal or assistant principal by the student who has been allegedly harassed or bullied.
- The student alleged to have committed the act of harassment or bullying will be verbally informed of the report of the incident and asked to give his/her verbal account of the incident. A written report of his/her account may also be kept. The student who was allegedly harassed or bullied may be present during this interview, as appropriate or desired by the school administration.
- Parents of both students will be notified. The school psychologist, working with the student, may also be notified of the incident and its consequences verbally and/or in writing.
- If the accused student is found to be responsible for the act of harassment or bullying, the consequences of the initial incident will be either in school or out-of-school suspension for no more than ten (10) days. A behavioral contract may be written upon the student's return to school. Parents will be informed of the contract's content.

Repeated acts of harassment will result in suspension or exclusion pending hearing. (WRSD Policy 6434)

6. **Sexual Harassment:** Sexual harassment is, by law, illegal. Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include the following types of activities, but is not limited to these examples: touching (arm, breast, buttock, shoulders, etc.), massaging the neck or shoulders, 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, using the computer to leave sexual messages or graffiti, or to play sexually offensive games, gestures, pressure for sexual activity, cornering, blocking, standing too close, conversations that are too personal, “rating” an individual (from 1 to 10 for example), obscene T-shirts, hats or pins, graffiti, facial expressions (winking, making kissing sounds or smacking sounds, licking the lips suggestively), howling, cat calls, whistles, repeatedly asking someone out when he/she is not interested, “slam books” (lists of students’ names with derogatory sexual comments written about them by other students), touching oneself sexually in front of others, sexual assault or attempted sexual assault.

If one knows that someone has been sexually harassed or someone is sexually harassing you, you should file a complaint using the following steps:

- Speak to or send a note to any faculty member in the school that you trust (the nurse, school psychologist, teacher, principal, assistant principal, etc.) You can also speak to your parents and have them contact a school administrator. Remember, the complaint procedure does not begin until a complaint is received.
- Within two school days of receipt of the verbal complaint, the principal and your parent/guardian will be notified of the complaint.
- If you have not, or do not want to put the complaint in writing, the person you speak to will. This should be done within two days after you have talked to that person. A copy of the complaint will be reviewed with you and your parent/guardian to ensure accuracy before it is shared with the subject of the complaint.
- The principal and/or an assistant principal will speak with you to get more information; then will speak to the person (the “respondent”) who is alleged to have sexually harassed you to get more information.
- If the principal and/or assistant principal feels that the complaint can be resolved without a formal investigation, he/she may use the informal procedure, which simply is an attempt to resolve the situation. This will be completed within five (5) school days from the date that he/she receives the complaint. The parents/guardian will be notified.
- Resolution of the situation may or may not occur as a result of the informal procedure. If all 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, a more formal procedure will be used. (see WRSDC Policy 6434)

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.

Considerations: 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 as 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.

7. **Tobacco Products:** Mountview Middle School is a **SMOKE-FREE** environment in compliance with Massachusetts General Laws. This includes school-sponsored events such as dances and athletic events. First offense – parent notification, suspension. Subsequent offenses – suspension from school. (WRSDC Policy 5241.5A)

8. **Fighting:** First offense ~ parent notification, up to a 5-day suspension from school. Subsequent offenses ~ increased suspension from school. **Consequences will be given to both parties** who get physical in a fight regardless of who instigated the altercation.

9. **Stealing:** - First offense ~ parent notification, suspension from school of up to five days. Subsequent offenses ~ increased suspension from school.

10. **Damage To Property:** Students found damaging or defacing school property will be made to clean or replace damaged property. Parents will be contacted and, when necessary, billed for the damage and students could face up to five days suspension.

11. **Plagiarism, Cheating, & Forgery:** Plagiarism is a piece of writing or work that has been copied from someone else and is presented as being your own work. Such actions represent a serious breach of academic integrity and will result in a both an academic and behavioral consequence. First offense ~ Zero for the academic work and a one day in-school suspension. *Homework* or assessments *done at home* require that each student do *his/her own work* unless told specifically by the teacher (or in writing on the assignment) that he/she can work collaboratively. In the case of cheating, *all* parties involved in the incident will be disciplined (this includes when one student provides another student with work to copy). The forgery of signatures on someone else’s work or forging parents’ names on documents

is dishonest and will be disciplined with an in-school suspension on the first offense and subsequent suspensions for further offenses.

12. **Distribution & Possession of Indecent Literature:** - First offense ~ parent notification, suspension from school. Subsequent offenses ~ increased suspension from school. This includes electronic messaging such as cell phones and emails that are indecent or threatening.

13. **Misuse of Cell Phones:** Students are **not** to have cell phones on their person at any time during the school day. **Students may NOT use cell phones to send or receive calls, send or receive text messages, or take photographs during the school day or at school-sponsored events.** Any cell phones brought to school by students are to remain OFF and in their backpacks while at school from 8:00am-3:00pm. Cell phones may only be used after school, in the front foyer area with office permission. Any cell phone found to be in use or visible during the school day will be confiscated and given to the principal for safe-keeping. A parent is the only one who can retrieve a confiscated phone and only from the principal. First offense will also result in a detention, and subsequent offenses will be viewed as insubordination and will result in suspension(s) from school. When students bring these items to school, they assume full responsibility for their safety. Administration is not responsible for the theft or damage of any of these devices. **Cell phones may be collected by school personnel during emergency situations for the safety and security of all students.**

14. **Use of Electronic Music Players, Electronic Games, etc.:** Personal stereos/radios, CD/MP3 players, IPODS, hand-held video games, electronic book readers (Nook, Kindle), or similar items that may be listened to on the way to and from school are to be put away once a student arrives at school. Said devices can disrupt the educational process. Exceptions to the rule may be only when device in question are used for classroom activities and/or when administrative approval is obtained. Any electronic devices confiscated are given to the principal for safe-keeping. A parent is the only one who can retrieve a confiscated device and only from the principal. First offense will also result in a detention, and subsequent offenses will be viewed as insubordination and will result in suspension(s) from school. **Laser pointers are NOT allowed** in school and will be confiscated. Such pointers can be used inappropriately and can lead to personal injury. Therefore, use of laser pointers will be considered a violation of the weapons policy. When students bring these items to school, they assume full responsibility for their safety. Administration is not responsible for the theft or damage of any of these devices.

15. **Inappropriate 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. The following are not acceptable school attire during school and school activities, **including physical education class:**

- Hats and cloth bandannas, spiked or studded bracelets, belts, 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.
- Any apparel which makes reference to drugs, alcohol, tobacco, sex, profanity, violence or apparel with offensive words or pictures are not considered appropriate school attire.
- Items that are distracting, revealing, or educationally disruptive including sunglasses, mesh, see-through clothing, bare midriffs, running shorts, "hot pants", tube tops, spaghetti straps, tank tops regardless of the thickness of the strap, low rider pants, muscle shirts, and short shorts or skirts (A good rule of thumb for shorts and skirts is that when the child extends his/her arm at his/her side, the shorts' or skirt's hem should approximate the tips of the fingers). This rule applies regardless of whether the child is wearing leggings. Girls' bra straps should not be visible.
- Clothing or footwear that presents a safety hazard, such as in a time of evacuation, 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 are not acceptable.
- Sleepwear such as slippers or pajama pants or tops.
- Baggy pants that hang below the waist line. Belts should be worn.
- Excessively long/baggy shirts.
- Jackets should not be worn in classes, including sweatshirts with a fur lining.

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. Subsequent offenses will be viewed as insubordination and will result in suspensions from school.

16. **Gum Chewing:** Gum chewing is not allowed in school, and students should not have gum in their possession during school. Students chewing gum or in possession of gum will receive a detention on the first offense. Subsequent offenses are viewed as insubordination and will result in multiple detentions or suspension.

17. **Beverages in School:** Students are only allowed to have water in the classrooms and hallways at Mountview. NO students are to have hot beverages and/or colored or sugary beverages with them in classes or the hallways. This includes hot or iced coffee, Gatorade, Fruit20, Vitamin Water, etc.

18. **Public Displays of Affection:** Mountview's administration views school as a student's place of work and, in keeping with that view, any type of display of public affection is inappropriate. Students are not to hold hands, hug, kiss, or have any other type of display of public affection during the school day or at school-related activities. First offense ~ student(s) will receive a detention. Subsequent offenses are viewed as insubordination and will result in multiple detentions or suspension.

19. **Skateboards:** Skateboards **are not** to be brought onto school grounds and, therefore, are not to be used on school property. Violation of this rule will result in the skateboard being confiscated.

20. **Cafeteria:** The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Menus will be posted in each homeroom and also published in The Landmark. For nutritional reasons it is expected that every child have something to eat at lunchtime. Students may prepay for school lunches (for the week, month, or year); However, the school cafeteria has no provision for charging lunches.

Cafeteria Rules: The following cafeteria rules are enforced to keep a clean and attractive lunchroom:

1. All students should keep their area clean.
2. Empty all refuse from the tray into the proper container.
3. Pick up any paper or food around where you are eating.
4. Talk at a normal decibel – A visual cueing system is in place to indicate acceptable levels of noise.
5. All food and beverages are to be consumed in the cafeteria.
6. Students will not engage in any disruptive behavior such as popping bags, playing with food, or throwing food.
7. Parents/students may not bring in party food into the lunch room for any occasions, including birthdays.

Violation of cafeteria rules will result in disciplinary action up to and including detentions and in-school suspension.

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

The Wachusett Regional School District is committed to providing our students equal educational opportunities and a safe learning environment free from harassment, 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, 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, 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.

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, 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 he/she 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, Discrimination or Hate Crimes

Students can report any case of harassment, 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, 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, he/she 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 Children and Families (DCF). 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 Children and Families (DCF) or to the person designated by the school to accept those reports, who then promptly reports to DCF.

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 disciplinary 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 Children and Families (DCF);
- the allegation involves a serious form of harassment, discrimination or retaliation;
- 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 Elementary and Secondary 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, 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 Supervisor of Pupil Personnel Services as the District Equity Coordinator. The Equity Coordinator will, under the supervision of the Superintendent of Schools, ensure the successful administration of and compliance with this policy. Information including the name of the Equity Coordinator, his/her mailing address, telephone number and email address will be posted prominently in the District office as well as all school buildings within the District.

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

The District has a policy (P6438 Anti-Bullying Policy) that meets the legal requirements of M.G.L. c. 71, § 37O *Act Relative to Bullying in Schools*

P6438

POLICY RELATING TO PUPIL SERVICES **ANTI-BULLYING POLICY**

The Wachusett Regional School District fosters and maintains educational environments that are free from bullying, cyber-bullying, and retaliation. No student in the Wachusett Regional School District shall be permitted to bully another student through conduct or communication or to retaliate against any individual for reporting bullying or cooperating with an investigation of bullying. A student who engages in bullying, cyber-bullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, expulsion, or other sanctions as determined by the school administration. Except where bullying has resulted in the student's permanent expulsion, students who engage in bullying may also be required to participate in instructional activities designed to develop the skills and proficiencies necessary to avoid engaging in further bullying behavior(s).

The Wachusett Regional School District has established separate discrimination and harassment policies that provide protection to specific categories and groups of students and staff. Nothing in this policy shall prevent the Wachusett Regional School District from responding to discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

A. Definitions

Bullying: *The repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyber-bullying.*

Cyber-bullying: *Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.*

Hostile Environment: A situation in which bullying causes the school environment to be permeated with

intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the target's education.

Target/Victim: A student who has been subject to bullying or retaliation by another student or group of students.

Aggressor/Perpetrator: A student who engaged, either individually, or as part of a group, in bullying, cyber-bullying or retaliation.

Local law enforcement agency: local police department(s)

Principal: The administrative leader of a Wachusett District school or his/her designee for the purposes of investigating and responding to reports of bullying, cyber-bullying or retaliation.

Retaliation: Intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, witnesses a bullying incident, or has reliable information about bullying.

B. Policy Jurisdiction

For purposes of this policy, bullying is prohibited:

- 1) *on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school; and*
- 2) *at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.*

C. Reporting Requirements

In furtherance of this policy and in accordance with M.G.L. c.71, §37O, a school staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional, will immediately report to the school principal any instance of bullying, cyber-bullying, or retaliation that the staff member has witnessed or has become aware of.

D. Investigations

Upon receipt of such a report or complaint of bullying, cyber-bullying or retaliation, the principal will promptly commence an investigation. If the principal or a designee determines that bullying, cyber-bullying, and/or retaliation has occurred, the principal will:

- (i) notify the local law enforcement agency if the principal reasonably believes that criminal charges may be pursued against an aggressor;
- (ii) take appropriate disciplinary and corrective action;
- (iii) notify the parents of the aggressor of the investigative findings;
- (iv) notify the parents of the target of the investigative findings and, as consistent with state and federal law, notify the target's parents of the action taken to prevent any further acts of bullying or retaliation; and
- (v) take appropriate action to protect the target and witnesses from further bullying or retaliation.

E. Bullying Prevention and Intervention Plan

The Superintendent will develop and implement a Bullying Prevention and Intervention Plan to address bullying prevention and intervention in District schools.

- (ii) Development of the Plan

The plan shall be developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, local law enforcement agencies, students, parents and guardians. The consultation shall include notice and a public comment period. The plan shall be updated biennially.

(iii) Contents of the Plan

The District-wide Bullying Prevention and Intervention Plan shall include:

- (a) descriptions of and statements prohibiting bullying, cyber-bullying, and retaliation;
- (b) procedures for students, staff, parents, guardians, and others to report bullying or retaliation;
- (c) a provision that reports of bullying or retaliation may be made anonymously but that no disciplinary action shall be taken against a student solely on the basis of an anonymous report;
- (d) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action;
- (e) procedures for promptly responding to and investigating reports of bullying or retaliation;
- (f) information regarding the range of disciplinary actions that may be taken against an aggressor;
- (g) a provision for assessing and monitoring the target's need and the needs of witnesses for protective interventions;
- (h) procedures for notifying the parents of a target and of an aggressor of the investigative findings and actions to be taken;
- (i) provision for the notification of local law enforcement agencies if the principal reasonably believes that criminal charges may be pursued against the aggressor;
- (j) provision for annual and ongoing professional development to build the skills of all staff to prevent, identify, and respond to bullying. The content of such professional development training shall be in accordance with the requirements of M.G.L. c.71, §37O; and
- (k) provision for the implementation of an evidenced-based anti-bullying curriculum in grades K-12 and for informing parents regarding the curriculum contents and strategies for reinforcing the curriculum at home.

(iv) Implementation of the Plan

The school principal shall be responsible for implementing and adhering to the District's Bullying Prevention and Intervention Plan within his/her school.

(iv) Public Notice

A summary of the Bullying Prevention and Intervention Plan shall be included in each school's student handbook and shall be posted on individual school and District websites. The Wachusett Regional School District shall also provide all school staff written notice of the Plan

BULLYING PREVENTION AND INTERVENTION

The following information on bullying prevention and intervention may also be found in the WRSD Bullying Prevention and Intervention Plan which has been approved by the Massachusetts Department of Elementary and Secondary Education. Please visit our website for a complete version of the approved Plan or visit the school office to receive a copy:

Definitions

Aggressor/Perpetrator is a student who engages, either individually, or as part of a group, in bullying, cyber-bullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at

school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyber-bullying.

Cyber-bullying: Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target/Victim is a student against whom bullying, cyber-bullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a computer or over the Internet),
- at any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

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

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. Contact your child's principal, or the District's Supervisor of Pupil Personnel Services, 508-829-1670 ext. 237, if you have questions or concerns.

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of an aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Responses to Bullying

1. Education and Skill Building

In determining the appropriate response to an incident of bullying, cyberbullying or retaliation, the principal shall consider a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 370 (d)(v). Skill-building approaches that the principal or designee may consider

include, but are not limited to:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home.

2. Disciplinary Action

If the principal determines that disciplinary action is warranted, the disciplinary sanction will be determined on the basis of facts found by the principal, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior.

Students found to have engaged in bullying, cyberbullying, or retaliation may be subject to a range of disciplinary consequences including, but not limited to, reprimand, detention, suspension, expulsion or other sanctions as determined by the principal. Any such disciplinary sanctions shall be imposed in accordance with the due process requirements of applicable laws, regulations, and District policies.

3. Promoting Safety for the Target and Others

Upon determining that bullying or retaliation has occurred, the principal shall, in conjunction with relevant school personnel, consider what services, adjustments and/ or interventions, if any, are needed in the school environment to enhance the target's sense of safety and that of any witnesses. Any such adjustments or interventions to be provided for the target shall be documented in writing in an Individual Safety Plan.

4. Referral to outside services. Where appropriate and consistent with applicable laws, regulations, and policies, students found to have engaged in or to have been the victim of bullying, may also be referred to outside agencies and/or services providers. It shall be the responsibility of the building principal, through consultation with staff, community service organizations, and District administration to identify resources and services available to such students, and their families, in their local communities.

5. Monitoring of Interventions

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

Age-appropriate definitions for bullying to be used in handbooks:

K-5

Bullying is unfair and one-sided. Bullying happens when someone keeps hurting, frightening, threatening or leaving someone out of activities on purpose. Bullying can happen at school or away from school. Bullying can happen face to face, behind someone's back, on-line, in a text message, repeated phone calls or a combination of each type.

Examples of bullying are: hitting or kicking; name calling or threatening or leaving friends out of activities just to hurt their feelings.

6-8

Bullying is the intentional, repeated or consistent picking on or hurting of another person. The hurt can be physical (hitting, tripping, kicking); verbal (name-calling, threatening, spreading rumors) or emotional (purposely excluding someone, manipulating friendships, spreading rumors). Bullying can happen face-to-face, behind someone's back, on-line, through text messaging, repeated phone calls or a combination of each type.

Examples of bullying include physical aggression, verbal aggression, malicious rumors/gossip; social exclusions and/or threats of harm or exclusion.

Bullying that happens outside of school can still be disciplined at school if a target feels unsafe at school or if school is disrupted due to the bullying behaviors.

9-12

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Examples of bullying include physical aggression, verbal aggression, malicious rumors/gossip; social exclusions and/or threats of harm or exclusion.

Bullying that happens outside of school can lead to disciplinary action at school if a target feels unsafe at school or if school is disrupted as a result of the bullying behaviors.

POLICY RELATING TO PERSONNEL MANAGEMENT
PHYSICAL RESTRAINT

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

A. Training

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

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

B. Administration of Physical Restraint

- Physical restraint may only be used in the following circumstances:
 - When non-physical interventions would be ineffective; and
 - The student's behavior poses a threat of imminent, serious harm to self and/or others.
- Physical restraint is prohibited in the following circumstances:
 - As a means of punishment; or
 - As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive or verbal threats that do not constitute a threat of imminent, serious, physical harm. However, in the judgment of the staff member, if the property destruction or the refusal to comply with a school rule or staff directive might escalate into, or could itself lead to serious, imminent harm to the student or to others, physical restraint is appropriate.

- Only school personnel who have received required training pursuant to this policy shall administer physical restraint on students with, wherever possible, one adult witness who does not participate in the restraint.
- The training requirements shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.
- A person administering physical restraint shall use the safest method available and appropriate to the situation, subject to the safety requirements set forth in this policy. Floor or prone restraints may only be administered by a staff member who has received in-depth training as specified in this policy and, when in the judgment of the trained staff member, such method is required to provide safety for the student or others.
- Physical restraint shall be discontinued, as soon as possible, when it is determined that the student is no longer at risk of causing imminent physical harm to self or others. (If, due to unusual circumstances, a restraint continues for more than twenty minutes, it shall be considered an “extended restraint” for purposes of the reporting requirements.)
- Additional safety requirements:
 - A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
 - If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
 - Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
 - Review the incident with the student to address the behavior that precipitated the restraint;
 - Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and
 - Consider whether any follow-up is appropriate for students and staff members who witnessed the incident.

C. Reporting

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

- The staff member shall verbally inform the principal of the restraint as soon as possible and shall provide a written report no later than the next school working day.
- The written report shall be provided to the principal or designee. The principal shall prepare the report if the principal administered the restraint.
- The principal or designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
- The principal shall send a copy of the report to the Superintendent at the Central Office.
- The principal or his/her designee shall verbally inform the student’s parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school days following the use of such restraint. If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language. The written report shall include:

- Names and job titles of the staff who administered the restraint and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint.
- A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to de-escalate the situation; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
- A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
- For extended restraints, the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint.
- Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student.
- Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.
- When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the written report to the Department of Education within five (5) school days of the administration of the restraint. The program shall also provide the Department with a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to the date of the reported restraint.

D. Special Circumstances

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

E. Receiving/Investigating Complaints

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

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

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

SPECIAL EDUCATION DISCIPLINE

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

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

P6631

POLICY RELATING TO PUPIL SERVICES
NON-DISCRIMINATION

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

P6910A

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

POLICY RELATING TO PUPIL SERVICES
STUDENT RECORDS

The Wachusett Regional School District shall:

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

Regulations:

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

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

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

after the student leaves the school system.

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

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

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

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

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

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

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

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

P1523

POLICY RELATING TO SCHOOL COMMITTEE OPERATION
DISTRIBUTION OF SCHOOL COMMITTEE PUBLICATIONS

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.

