

WACHUSETT REGIONAL HIGH SCHOOL

1401 Main Street, Holden, MA 01520

Telephone: 508-829-6771

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Website: www.wrsd.net/wrhs

2011-2012 STUDENT HANDBOOK

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.

P6631 POLICY PROHIBITING DISCRIMINATION - The Wachusett Regional School District does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation or disability, in the operation of the educational programs, activities or employment policies; further, no person will be excluded from or discriminated against in the admission to its public schools, or in obtaining the advantages, privileges and courses of study of such public schools on account of race, color, sex, religion, age, national origin, sexual orientation, or disability.

The 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/>.

MISSION STATEMENT

Wachusett Regional High School is committed to an educational process that fosters independence and responsibility in our students. By offering diverse, challenging academic programs and rich co-curricular activities, Wachusett Regional High School strives to provide students with the skills and knowledge to achieve their potential as life-long learners.

STUDENT EXPECTATIONS FOR LEARNING

- All students will complete a high school program that prepares them for entrance into higher education.
- All students will attend school regularly and adhere to the code of conduct as specified in the *Wachusett Regional High School Student Handbook* and *Management Code*.
- All students will develop skills to utilize technology to gather, to evaluate, to assimilate, and to present information.
- All students will utilize critical thinking by using skills to identify and to provide resources to solve a problem.
- All students will learn to communicate critically, persuasively, and personally in both oral and written expression.
- All students will be able to make decisions and solve problems using logical processes (e.g., scientific method, induction, deduction, syllogism, etc.)
- All students will learn to communicate in a foreign language.
- All students will demonstrate an understanding of health and fitness concepts by learning skills in a variety of physical activities, and by participating in challenging, cooperative activities.
- All students will demonstrate the use of creative and critical thinking skills in an area of the Fine Arts.
- All students will have opportunities to participate in varied extensive co-curricular programs.
- All students will develop skills to promote a sense of confidence in tackling the rigors of standardized tests such as the required MCAS and optional AP, SAT.

DAILY LIFE AT WRHS

ATTENDANCE – Students are expected to attend school regularly in order to obtain maximum benefits from their education and in order to develop habits of punctuality, self-discipline, and responsibility. There is a clear connection between good attendance, academic success, level of enjoyment of school, and success after high school (see Attendance Policy).

When student is absent, a parent/guardian should call (508) 829-6771 before 8:00 a.m. to report the absence and the reason for it or, upon student's return to school, bring a note from the parent/guardian explaining the absence. A call will be made to each absent student's home if we do not hear from a parent or guardian.

TARDY TO SCHOOL – Students are expected to be in first-period class at 7:35 a.m. each school day and are not allowed to leave first-period class until after the pledge and/or announcements. Students arriving after 7:35 a.m. must sign in at the front door/main office and then report to their appropriate class. Students are allowed three excused tardies per term that must be verified by a note or phone call from a parent/guardian on that day or the day after. All unexcused tardies and all excused tardies beyond the three allowed per term will result in disciplinary action (see Student Management Code). All students in the building or on school grounds prior to the 7:35 a.m. bell and who are late to period-one class will be sent to the Main Office to sign in and considered tardy to school.

DISMISSALS/SCHOOL DAY – Students who are dismissed must bring a note from their parent/guardian indicating their full name, grade, the date/time, phone number and reason for dismissal to the main office **before school**. Try to avoid dismissals during school hours. Any phone dismissal must be for emergency reasons only and a parent/guardian must pick up their child at the Main Office. Students leaving campus without proper dismissal from the Main Office or the Health Office, or leaving campus prior to the school receiving a legitimate phone call dismissing them, will be considered truant.

LONG-BLOCK DISMISSALS WILL NOT BE APPROVED – There will be no dismissals during long block (lunch) that include returning to school that day unless the dismissal is for a documented medical or legal appointment. The class administrator must verify all such dismissals. The only exception is that seniors may apply for "Early Dismissal" if they have no classes scheduled during long block and the following period.

DISMISSAL PRIOR TO SCHOOL VACATION – When family obligations or other long-range plans conflict with school closing dates, students must inform their assistant principal in writing of their plans. Students must also make arrangements with their teachers to complete assignments missed during their absence. These absences are considered unexcused under the Attendance Policy.

MAKING UP WORK MISSED WHEN ABSENT – Students are allowed to make up work according to the following schedule when their absence from school is not the result of truancy or suspension:

1-day absence:	2 school days to make up the work
2-day absence:	4 days to make up the work
3, 4, 5-day absence:	1 school week to make up the work

More than one week's absence will be treated as a special case and arrangements must be made with each teacher. Students are responsible for making those arrangements. Students should make an effort to get work from counselors during their absence.

In case of an absence that occurs on the day an assignment is due, the aforementioned schedule for make-up does not apply. In this case, work must be turned in immediately upon return from the absence. If absence is due to suspension, all work must be submitted one day after returning to school. Special circumstances will be treated on a case-by-case basis.

If a student is present during any part of the day that a long-term assignment is due, it is expected that the student submit that assignment to their teacher on that day.

WITHDRAWAL OR TRANSFER FROM SCHOOL – In order to withdraw or transfer from school, students must complete the necessary forms provided by the Guidance Office and sign out formally. Failure to do so will result in incomplete school records. Students are financially responsible for all books and materials issued to them and they must be returned to faculty/staff before the student withdraws. No transcripts or other school records will be forwarded to their new school until they meet their obligations and complete the necessary release forms.

VISITORS/VISITOR'S PASS – WRHS welcomes visitors. Student hosts must obtain a Visitor Request form from Guidance and complete it at least three days prior to the requested visit. The visitor should be from out of the district, of high school age, interested in attending the high school, and have permission from a parent/guardian to visit. The student hosting the visitor is responsible for escorting his/her guest throughout the day and his/her behavior. The visitor should not schedule a visiting day on a day he/she should be at his/her own school unless a parent grants permission to do so. On the day of the visit, the student visitor must obtain a Visitor Pass from the Main Office. All other visitors (including parents) must sign in at the table in the main lobby.

STUDENT PASSES – Passes are required whenever students leave a classroom during a class period and can be checked by staff or administrators. Students in the hall during a class period will result in disciplinary actions.

STUDENT IDENTIFICATION CARDS – All students will be assigned to have their picture taken on August 31, September 1 or 7, 2011, depending on their schedule. Information to purchase pictures will be sent home in advance. In addition to allowing students/parents to order pictures from the photographer, each student will receive an ID card. Students **MUST** have their ID on their person at all times and show it to any WRHS staff member when asked. Students unwilling to show their ID will be subject to school discipline (refer to Student Management Code).

CAFETERIA – Students will be scheduled for one 30-minute lunch period during which time they must remain in the cafeteria. Permission to go elsewhere (media center, Guidance Office, etc.) must be obtained before lunch and a pass secured to go there. All other areas are off limits during lunch and students may not leave campus during lunch period. School lunches can only be charged using student's personal student identification card. Check prepayments for lunches are accepted, as well as cash. Make certain to include the student(s)' name(s) and identification number(s) on the check. Students may make deposits during the school day, however, they are encouraged to do so **before school**. There are no IOUs allowed unless there is a verbal agreement between the student and cafeteria manager for payment of the IOU. Students are not allowed to charge food for other students using their personal account. Students may apply for free/reduced lunch by completing and submitting the

appropriate forms available in the Main Office. Remember that this is your school and your cafeteria. Be responsible with your food and beverage. Clean up after yourself. **All food and drinks must be consumed in the cafeteria or in a designated room during nutrition break.**

FOOD AND BEVERAGES – With the exception of the school cafeteria and in a designated room during nutrition break, the consumption of food and beverages anywhere in the building is prohibited during the school day upon entering the school building until dismissal at 2:10 p.m. Classroom functions approved in advance by the Administration and clear bottled water will be allowed. The consequences of not following this rule are outlined in the Student Management Code.

BREAKFAST – Wachusett offers a complete breakfast that meets the USDA guidelines and includes a hot meal and other items such as bagels, cereal, yogurt, fruit, and other healthy items, and will be open before school for breakfast. The breakfast price is \$1.50, reduced price is 30 cents, and of course no charge for free-lunch students.

NUTRITION BREAK – Students are allowed time to have a small nutritious snack during the first five minutes of period 3, at which time morning announcements will be read. Students must bring the snack with them to class and will not be allowed to leave after the start of the period. The policy which states no food or drink (with the exception of clear water) outside of the cafeteria will not change other than this nutrition break. Abuse of this policy may result in a loss of privileges. Due to safety issues some classes may be excluded from this policy (i.e., science labs, gymnasium). Nutritious snacks are recommended such as fruit, breakfast bars, etc.

FIRE DRILLS/ALARM – Fire drills will take place throughout the year. Faculty and staff will direct students on how to exit the building when the fire alarm sounds. Directions for leaving each area are also posted. When the alarm sounds, follow the instructions given to you by faculty and staff members and leave the building quickly and quietly. Remain in the designated area until students are told to reenter the school. Upon reentering, all students must report directly back to the class they were in when the alarm sounded. The setting off of a false fire alarm is a criminal offense; offenders will be dealt with severely by school and local officials (see Student Management Code).

FIELD TRIPS – Field trips are designed to enrich the school curriculum and it is a privilege to participate in them. Faculty may exclude students from participating in field trips due to behavior and/or academic reasons. Students are asked to contribute to the cost of field trips as well as complete and return a field trip permission form in order to participate. For field trips of more than one day, students must obtain permission of all their teachers to participate. Students are responsible for all class assignments missed due to field trip participation and should make up their work in a timely way. During field trips, Wachusett Regional School District and Wachusett Regional High School rules are in effect at all times. In addition, the teacher in charge will have further instructions regarding student behavior.

TRANSPORTATION

BUS POLICIES – Riding the school bus is a privilege. Students are expected to not interfere with the driver, other riders, or the safe operation of the bus. Failure to act responsibly may result in loss of this privilege, as well as discipline under the Student Management Code.

LATE BUSES – Due to budgetary constraints, there will be no late bus transportation provided for the 2011-2012 school year. Students will still be responsible for meeting their after-school

obligations such as practice, detentions, extra help, etc. We ask that while waiting for a ride after school activities, students should wait in either the cafeteria or outside of the building near the gym entrance or main office entrance. Any students found loitering elsewhere will be asked to leave the building.

STUDENT PARKING – Seniors and grade 13 students may apply for a Student Parking Permit. Rules associated with receiving a parking permit and reasons for losing it are included with the Parking Permit Application available at the Main Office. All applications must be filled out completely and will be checked for accuracy and completeness.

A parking fee is charged and a sticker issued that **MUST** be easily visible on the student's car. Parking on campus is a privilege that can be revoked due to disciplinary or academic problems, unpaid fines, unsafe driving, unauthorized transfer or sale of a parking sticker to another student, or any abuse of the parking privilege. **Students who park without authorization or who violate parking regulations will be fined and/or towed at the owner's expense.**

Several parking spaces will be reserved for one-day emergency use. Students requesting these spaces are strongly recommended to make requests at the Main Office in advance. Parking spaces cannot be guaranteed on the day of request. Plan ahead if you need to bring a car to school.

Administrators have the legal right to search students' cars given reasonable suspicion.

GENERAL INFORMATION

ACADEMIC INFORMATION – WRHS is a four-year comprehensive high school accredited by the New England Association of Schools and Colleges.

GRADING SYSTEM

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
E = 50-59	(fail with make-up possible)	
F = 0-49	(no make-up possible)	

GRADUATION REQUIREMENTS – 110 total credits are needed for graduation. They include English (20), Social Studies (15), Mathematics (15), Science (15), Physical Education (8 3/4), Health (1 1/4), Fine Arts (5), World Language (10) and other Electives (20). Please consult your guidance counselor and the *WRHS Educational Guide* for more information regarding academic programs and policies.

MIDYEAR AND FINAL EXAMS – All students are required to take midyear and final exams (see senior final exam exemptions) in all of their major subjects. Exams are worth 20% of the semester (two-term) average. **Students must remain in the exam room for the full period of the examination. Anyone leaving earlier will fail the exam.** The only excuse accepted for missing an exam is medical. Prior to exams, the exam schedule and make-up policy will be posted on the home page of the school website: www.wrsd.net/wrhs. Any exceptions to the exam make-up date must be approved by the Principal's Office.

EXEMPTION FROM FINAL EXAMS – Only seniors have the opportunity to be exempt from final exams at the end of the school year. In order to be eligible, they must have a quarter 3 and 4 (semester 2) average equal to or above 90%.

LOCKERS – All students will be assigned a locker and a lock on the first day of school and should use only the locker assigned to them. Freshmen and new students will be assessed a \$5 locker

fee should they choose to use a locker. Students are responsible for the condition of their locker and for its contents. Students will be assessed for any damage that is done to their locker. All belongings must be removed by the last day of school. If the lock is missing from the locker at any time, the student will be charged a \$10 replacement fee. Writing on lockers is strictly prohibited. Students are reminded that administrators have the legal right to inspect lockers, given reasonable suspicion. (see Searches)

SCHOOL FACILITIES AND MATERIALS – We are all privileged to have the use of the WRHS facilities and equipment. Please treat these facilities with care. Students will receive textbooks and other materials for all of their courses at WRHS. Check any book or piece of equipment for damage when it is issued to you and report it to appropriate faculty or staff. Students should write their name and year of issue in the textbooks they receive.

Students should keep track of their books and materials and report any losses to an appropriate faculty or staff member. Check for lost books and materials at the Main Office. Students are responsible to pay the full replacement cost of any damaged or lost books, equipment or other school materials. Report cards, class schedules and grade transcripts will not be issued until these bills are paid.

EVENTS CALENDAR – Dances, recitals, plays, class activities, and other social events are held throughout the year. Applications for these events must be filed in the Main Office well in advance of the event. Final clearance for all events must be made through administration before they are included on the school's activity calendar .

CLASS DUES – every student is responsible for class dues. Class dues fund some of the graduation expenses, as well as help defray the cost of other senior activities. Currently class dues are \$100. All students, whether participating in senior activities or not, are responsible for dues.

STUDENT ACTIVITIES – Students are encouraged to participate in extracurricular activities at WRHS. There are a number of activities outside the traditional classroom and students are welcome to participate.

ATHLETICS – There are many varsity, junior varsity, and freshman athletic teams at WRHS. Varsity teams are open to all and try-outs are held prior to each of the three sports seasons. Beyond the eligibility requirements for WRHS teams (see *Educational Guide*), our athletic organizations are under the jurisdiction of the Massachusetts Interscholastic Athletic Association (MIAA). All coaches will review the Wachusett and MIAA rules on eligibility at the beginning of the season. These rules must be adhered to or student will be ineligible and/or contests forfeited.

ATHLETIC FEE – The Wachusett Regional School District Committee has voted that each student on an athletic team must pay a fee of \$200 or \$325 per family for each season (fall, winter, spring) that they participate in a sport. The fee is due from each athlete prior to the first interscholastic athletic contest scheduled for that sport. The fee, payable by check or money order, should be made payable to the Wachusett Regional School District. Students who do not pay the fee will be ineligible to participate. Students may apply for free or reduced fees based upon need.

CONCUSSION POLICY – WRHS has established the following Concussion Protocol for all student-athletes competing in our interscholastic programs. All students, coaches, and parents are expected to be familiar with its contents.

Any student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

If it can be determined during a contest by the school's health care professional (this person must be a Medical Doctor, Doctor of Orthopedics, or Certified Athletic Trainer) that an athlete removed from play does not have a concussion and is cleared to play, then that student-athlete may be allowed to re-enter the competition. If the health care professional does not clear the athlete for return to the contest, then the athlete must adhere to the following ***Return-to-Play Protocol***.

1. Only a Medical Doctor or Doctor of Orthopedics, or a Physician's Assistant or Nurse Practitioner working under a Medical Doctor or Doctor of Orthopedics, may clear the athlete for return to competition.
2. The clearance must be in writing.
3. The clearance may not be on the same date on which the athlete was removed from play.

"AWAY" CONTEST PROTOCOL – It is important to note that students, coaches, and parents are held to the same procedures and guidelines regarding concussion protocol when they compete on the road at "away" athletic events. In the event that the opposing school does not have an MD, OD, or Certified Athletic Trainer on staff, the student who sustains a possible concussion is "done for the day." They will not be cleared to re-enter the contest. Coaches and parents do not have the authority to clear a student-athlete for re-entry to a contest.

MANDATED FREE ON-LINE CONCUSSION COURSE – Massachusetts state law currently requires that parents and legal guardians take a free on-line course to familiarize themselves with the signs and symptoms of a concussion. The course will also discuss proper response to a suspected concussion, return to play protocols, and suggestions for the prevention of sports-related head injuries. The Wachusett Regional High School Athletic Department highly encourages student-athletes to take this course as well. The course may be accessed at www.nfhslearn.com/course.aspx.

PHYSICAL EXAMS FOR ATHLETES – According to MIAA guidelines, all students participating in interscholastic athletic contests must have had a physical examination within thirteen months prior to participation. WRHS schedules two optional physical examination dates in the summer. The cost of these physicals is \$15 payable to Wachusett Regional School District at the time of the exam.

POSTERS – Permission to hang posters must be secured through an administrator who will review and initial all posters and notices before they are posted. All posters/notices must be in good taste and those who put them up must take them down immediately after the event. Approved posters should be posted on cinderblock walls, glass or cork strips.

LOST AND FOUND – All articles found should be taken to the Main Office where they may be claimed. Items are discarded periodically throughout the year.

STOLEN PROPERTY – Locks are issued for students to use on their school locker. In addition to securing these lockers, students are strongly recommended to obtain their own locks to secure their physical education locker. If a student does not have a lock for PE, they may give their valuables to their teacher. Occasionally items are stolen, and students should complete a Theft Report in the Main Office when this occurs. When personal items are stolen, students should also fill out a report

with the Holden Police Department. Wachusett Regional High School assumes no responsibility for lost or stolen items.

STUDENT PUBLICATIONS – Wachusett Regional High School supports student publications and generally maintains the free speech rights of students in such publications. However, final editorial control of such publications is in the hands of the school administration (WRSC Policy P6515).

MEDICATION – If student requires medication, including over-the-counter medications, they must secure written orders from their doctor before medication may be given or taken in school. These written orders and medications must be kept on file in the Health Office. If a student carries medication on his/her person without school approval, he/she may be subject to disciplinary action potentially leading to expulsion from school.

PHYSICAL EDUCATION MEDICAL EXCUSES – Students are expected to participate in physical education classes. Only students with a written note from his/her doctor may be excused from physical education classes. Students must file their doctor's note with the Health Office before or on the date they wish to be excused.

IMPORTANT LOCATIONS

MAIN OFFICE/ADMINISTRATION – The Main Office and Guidance Department are located at the main entrance of the building.

GUIDANCE SERVICES – The Guidance Department is staffed by seven counselors, two school psychologists, and two full-time secretaries. Services include, but are not limited to, course selection, career advising, college application counseling, personal counseling, referral, consultation to parents, teachers, and administrators, and testing. **Students should not take class time to visit the Guidance Office without an appointment with their counselor and/or a pass.**

MEDIA CENTER – The Media Center, our hub of research information, is open from 7:00 a.m. to 3:30 p.m. It contains both print and electronic resources. Other computer laboratories throughout the school can access similar information through our network environment.

HEALTH OFFICE – The Health Office (room H101) is located on the first floor near the stairs leading to the gym. Medical treatment consists of first aid for injuries and care for students who become ill during school hours. Parents/guardians of students who need to leave school during the day because of illness will be contacted in order to arrange transportation for the student. Students going to the Health Office must have a pass and sign in with the nurse and sign out when leaving to go back to class. Students should not visit the nurse's office during passing period except for emergencies. Please respect those who truly need services and go there only when necessary.

STUDENT MANAGEMENT POLICIES

Wachusett Regional High School is a great school with a long tradition of excellence. We are proud of our educational programs that allow students to excel in a number of endeavors. These programs can only remain strong, however, if we maintain order and proper decorum in our building. All members of the Wachusett community are expected to treat themselves and others with respect. Students are expected to resolve problems as they develop, using their parents, peers, counselors, teachers, resource officer and administrators as resources when appropriate. There are clear behavioral expectations and consequences for student violations. Please refer to the Student Management Code for a more detailed list.

CHEMICAL VIOLATION – Any use, consumption, possession, distribution or sale of any alcohol, drug, tobacco product or any controlled substance is in violation of school policy and students are subject to discipline outlined in the Student Management Code. These violations are also applicable to student athletes under M.I.A.A. Rule 62.1 and will result in team suspensions. These infractions will also be applicable to any student involved in extracurricular activities and will result in a suspension from those activities.

The WRHS Administration reserves the right to administer a Breathalyzer test to any student suspected of consuming or possessing alcohol during the school day or at any school-sponsored event.

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

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

BULLYING AND HARASSMENT – Wachusett Regional School District and the Commonwealth of Massachusetts have strict regulations regarding bullying and harassment. Under no circumstances is this behavior tolerated.

Violation of this policy will result in disciplinary action in accordance with WRSD Policies #6437, #6438, and Massachusetts General Law, Chapter 71, Section 37o. Instances of bullying and harassment, which occur both in and out of school, may result in a criminal investigation pursuant to M.G.L. c. 71 §37o.

For more information refer to Policy #6437 and #6438 included in this handbook and as found on the district website at www.wrsd.net.

ELECTRONIC DEVICES – Student use of personal electronic equipment (i.e., cell phones, iPods, personal computers, etc.) is prohibited during the school day (upon entering the school building until dismissal at 2:10 p.m.). All such equipment must be turned off and kept out of sight during the school day. Failure to do so will result in two detentions along with confiscation of the equipment until a parent/guardian picks it up at the Main Office. Subsequent offenses will be dealt with in accordance with the Student Management Code. Failure to turn over electronic devices when requested by a staff and/or faculty member will result in additional disciplinary action. Administration reserves the right to search electronic devices given reasonable suspicion of illicit activity.

SCHOOL DRESS – Use sound judgment when choosing clothes for school. Any manner of dress that is disruptive to the educational process (distracting to others in the school community), does not conform to Wachusett community standards of common decency and propriety, or violates state health laws (e.g., not wearing shoes, shirts, etc.) is prohibited at WRHS. Students will not be allowed to wear garments depicting drugs, alcohol, or any illegal activities, or tops without straps or that reveal midribs. Hooded sweatshirts are allowed but hoods

and sunglasses may not be worn in the school building at any time.

SOCIAL EVENTS – WRHS students may be required to show their school IDs in order to enter event sites. Students wishing to bring a guest to a social event must obtain a visitor's pass 24 hours in advance of that event. All student guests for dances must be pre-approved by administration. Wachusett students may be excluded from participating in social events based upon behavioral and academic performance. All students attending social events may be subjected to a Breathalyzer test and must adhere to all school rules.

DUE PROCESS – WRHS student management policies are based upon a firm belief that all students have a right to a quality education and that this right should not be infringed upon in any way. Administrators are here to help students if a problem arises. Under school rules, all students at WRHS are guaranteed due process.

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

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 long-term suspension or exclusion to file a written appeal with the Superintendent of Schools. For long-term suspension or exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) days from the effective date of the long-term suspension or exclusion to file a written appeal with the Superintendent. For long-term suspension or 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 long-term suspension or exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2.

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 long-term suspension or 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 long-term suspension or exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Director of Special Education.

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.

APPEALS – Students are also provided with an avenue of appeal in cases where they feel student management policies were not justly applied. A student charged by a teacher with an offense may appeal the decision to his/her administrator. The final level of appeal is the principal except as specified above.

CONSEQUENCES FOR VIOLATIONS OF SCHOOL RULES – When school rules are violated, the following may be implemented.

• ***Academic Penalty*** – For every class that meets daily that a student cuts or misses because they are truant, two points will be deducted from the student's term average. For every class that meets every other day that a student cuts or misses because they are truant, four points will be deducted from the student's term average.

• ***Detentions*** – Detention hall is held after school from 2:20-3:20 p.m. Monday-Thursday, beginning September 6, 2011. Students who arrive after 2:20 p.m. will not be allowed into detention. Only the administrator who originally assigned the detention may give students permission to reschedule a detention.

• ***School Service*** – 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.

• ***Saturday Detention*** – Saturday detention will be held at Wachusett from 8:00 a.m. to 11:30 a.m., bi-weekly, from October through May. An administrator will be present while students make use of their time through academics and school service. Transportation is not provided.

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

• ***Juvenile Courts*** – The administration will use the court system

to work with students who are habitual school offenders or with students who have excessive absences from school.

- **Behavioral 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 behavioral expectations are not met before the student may continue at WRHS.

- **Long-term Suspension or Exclusion/Expulsion** – will be used as a disciplinary measure in extreme and chronic behavioral situations. This may include situations such as possession/use of weapons; assault; possession, sale or use of an illegal substance; or other serious offenses.

VIOLATIONS OF ACADEMIC INTEGRITY

All students' academic work must reflect their own honest efforts. Cheating and plagiarism in any form will not be tolerated. This includes copying homework, papers, or quiz or test answers; acquiring or passing out quizzes or tests before they are administered; or using information from the Internet or other outside sources without proper attribution. Any student known to have cheated will be subject to penalties consistent with reasonable rules concerning such conduct, including receiving "0" for the work. Possible penalties will be made known to each class by the teacher during one of the first meetings of the class and will be included in the course syllabus.

Students who collaborate with others in cheating by allowing their papers to be copied or by other means will be subject to penalties commensurate with their involvement, which may include the student receiving "0" for the work or suffering significant grade reduction.

In all cases, the principal or the class administrator will be informed about both the incident and the penalty imposed, and the parent(s) or guardian(s) will be notified. The administration reserves the right to impose other penalties for frequent offenders or serious offenders, up to and including removal from the course, removal from honor societies, and loss of eligibility for scholarships with "honor" as criteria.

The *WRHS Writing and Research Manual*, distributed to all students, contains a thoroughly illustrated explanation of plagiarism. All students must read this over carefully and adhere to the suggestions contained therein when submitting their original writing, especially research papers.

TARDY POLICY

TARDY TO SCHOOL – Three excused tardies (parental notification to school) per term are tolerated. All unexcused tardies and tardies exceeding three per term will be handled with detentions as defined by the Student Management Code.

TARDY TO CLASS – Two tardies to class (less than one-minute tardy) per term are tolerated. Each additional occurrence per term will be referred to administration and dealt with as defined by the Student Management Code.

ATTENDANCE POLICY

It is of great importance that parents/guardians encourage their sons or daughters to attend school each and every day. Poor attendance habits, which are developed during these formative years, may be difficult to change. When students enter the work force they will be expected to be reliable and dependable workers.

The law pertaining to school attendance is outlined in Chapter

76 of the General Laws of Massachusetts, and clearly prohibits unexcused school absence. Therefore, these absences shall be considered irresponsible student behavior.

It is the intent of this policy, within the spirit of The Education Reform Act and The Time on Learning Guidelines, to hold students accountable for their attendance. Because poor student attendance will affect credits earned, the Attendance Policy is included here for ready referral by parents, students and staff.

I. ATTENDANCE POLICY

- A. Students who are absent will not receive individual course credit as follows:
 1. Full-year courses (5 credits)-sixteen (16) classes missed.
 2. Semester courses (2.5 credits) - eight (8) classes missed.
 3. Every other day semester courses (1.25 credits) - six (6) classes missed.
- B. Students who miss more than one half (1/2) of a class will be charged with one (1) full absence.
- C. Transfers
 1. Students who transfer into Wachusett Regional High School from another school system shall receive a prorated number of absences.
 2. Students who transfer into a class within the same department will carry over the number of classes missed.
 3. Students who transfer classes outside of a department will receive a prorated number of absences.

II. ABSENCES

- A. **Excused Absences** are the only absences that do not impact loss of credit.
 1. Excused absences may include but not be limited to: bereavement, religious holidays, chronic medical conditions, court dates, school-sponsored field trips/ events (if all work assigned is completed upon the student's return to class), and other such absences authorized by the Class Administrator.
 2. The Attendance Review Committee may request third party substantiation of the above circumstances (i.e., note on doctor's stationary, documentation from a court). These must be provided immediately upon the student's return to school.
- B. **Unexcused Absences**

All other absences will count towards a student's accumulated total and potential loss of credit (i.e., home sick, doctor visits, family vacations).

III. STUDENTS' RESPONSIBILITIES

- A. Students enrolled at Wachusett Regional High School are expected to be present each time their classes meet.
- B. Students absent from school must have a parent/guardian call to report the absence and reason for it on the day of the absence or submit a note to the house secretary immediately upon their return to school.
 1. The note must indicate the date(s) of absence, reason for absence, and must be signed by the student's parent or guardian.
 2. The note does not excuse the absence. The note verifies the absence.
 3. Students and parents/guardians are responsible for making and keeping copies of the above-mentioned documentation. (For absences to be considered excused, refer to Section II, A 1 & 2).
- C. Students with a diagnosed, chronic medical condition

should have documentation from their physician on file with their class administrator at the start of each school year. Each absence related to a diagnosed, chronic medical condition may require documentation from a physician throughout the school year.

IV. FACULTY'S RESPONSIBILITIES

- A. Teachers will record all absences and tardies on PowerSchool for each student.
- B. Teachers will notify the class administrator when half of the maximum absence limit for a course is reached, and when the maximum absence limit for a course is reached.

V. ADMINISTRATORS' RESPONSIBILITIES

- A. Upon teacher notification, a letter will be sent home to the parent if the child has four or more absences at the end of the first quarter; eight or more absences at the end of the second quarter, etc. Copies of the letter will be given to the student's teachers and also the student's administrator.
- B. Class administrators will issue parent notification letters when the halfway point has been reached.
- C. When a student reaches the maximum limit, he/she will be informed in a meeting with the class administrator. An attendance hearing will be held with the student's administrator. Parents/guardians will be notified in the event of any loss of credit. Parents/guardians have five days to request a hearing.
- D. Class administrators will inform the student's teachers of the decisions made by the Attendance Review Board.

VI. REVIEW PROCESS

- A. Students will receive written notification from their administrator to share with their parents when they reach the maximum absence limit.
- B. Parents/guardians must respond within five (5) school days from the date of the notification to request a hearing. In a case where there are fewer than five (5) school days

remaining in a semester or school year, the hearings must be requested before the commencement of final exams and midterm exams.

- C. Parents/guardians who request a hearing will go before an Attendance Review Committee consisting of the student's class administrator and the student's guidance counselor.
- D. The Attendance Review Committee will evaluate the documentation and circumstances and decide upon maintaining loss of credit or restoring lost credit.

VII. APPEALS PROCESS

Parents/guardians have the right to appeal the Attendance Review Committee's decision in writing to the Principal within five (5) school days. The decision of the Principal is final.

VIII. Credit Loss/Restoration

- A. Courses are successfully completed and credit granted when the student:
 1. Earns a passing grade
 2. Fulfills the attendance requirement
- B. Credit Loss

In a course where a student fails to receive credit because of excessive absences, the graduation credit requirement will not be considered fulfilled.
- C. Credit Restoration

Credits lost due to absences may be restored by written agreement with the Attendance Review Committee. A student may successfully complete the same or similar course(s) at an evening school, summer school, or local college. Students cannot restore credit by taking a course the same school year (for a year-long course) or the same semester (for a semester-long course).

WACHUSETT REGIONAL SCHOOL DISTRICT POLICIES

ACCEPTABLE COMPUTER USE REGULATIONS FOR WRSD STUDENTS

The purpose of the WRSD network and the Internet is to enhance educational research. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate and/or potentially offensive to some people.

While the district's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the district's position that the benefits to students in the form of information resources and opportunities for collaboration exceed the potential disadvantages.

Rules for Student Use of Internet and E-Mail

Student behavior on school computer networks is governed by the behavioral expectations which appear in the Student Handbooks. In conjunction with these behavioral expectations, students may use the Internet only for approved school-related activities.

Students will not be permitted to:

- Use social networking sites;
- Reveal their own personal information, such as addresses, telephone numbers, user names passwords, etc., or that of other students;

- Use another's password and/or trespass in another's folder(s), work, and/or file(s);
- Access e-mail accounts or chat lines without permission and supervision;
- Attempt to gain access to unauthorized resources or entities;
- Post anonymous messages;
- Download software, such as games, applications, etc., for personal use;
- Unauthorized use of resources, such as copy paper, printer toner, etc.;
- Access, send, or display sites that provide material which does not conform with acceptable School use, such as pornography, obscenity, etc.;
- Violate copyright laws;
- Vandalize computers, computer software, computer systems, data, and/or the computer network;
- Use the network for non-school related purposes, such as commercial ventures, to set up personal web pages, advertising, etc.

Violations may result in a loss of access as well as other disciplinary or legal action.

The administration reserves the right to review students' files and communications to maintain system integrity and ensure that the users are using the system within the authority provided by the District.

Teachers and other staff members will make every attempt to monitor and guide students toward appropriate materials and the use of the system.

This regulation conforms with School Committee Policy 6531: Student Internet Access.

7/1/97

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. 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 1st 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 5-8 and 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 any incidence of contagious disease or condition to the school nurse. This includes incidence of head lice and scabies. When these conditions are identified, the student will be sent home. Return to school is permitted following treatment and verification by the school nurse that the student is free of disease, lice, nits or mites.

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.

**GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, AND SECTION 504 (FEDERAL LAWS)
AND CHAPTER 622 (STATE LAW)**

Statement of Definition - A grievance is any alleged violation of the Wachusett Regional School District Committee policy on non-discrimination (P6631) on the basis of race, color, sex, religion, age, national origin, sexual orientation, or disability, in the operation of the educational programs, activities, or employment policies.

Grievance Procedure

Step #1 - An alleged grievance must be filed with the building coordinator (principal or designee) in writing within thirty (30) days of the alleged grievance. The building coordinator shall meet with and respond to the aggrieved party (in writing) within fifteen (15) days.

Step #2 - If a satisfactory solution is not achieved at Step #1, the aggrieved party may, within fifteen (15) days upon receiving the decision rendered at Step #1, file the alleged grievance with the Supervisor of Pupil Personnel Services (for disability) or the Director of Human Resources (for all others), who shall respond in writing and meet with the aggrieved party in an attempt to resolve the alleged grievance within fifteen (15) days.

Step #3 - If a satisfactory solution is not achieved at Step #2 within the fifteen (15) day period, the alleged grievance may be filed at the next step with the School Committee. The School Committee shall provide an opportunity for the alleged grievance to be heard at its next regularly scheduled meeting and a decision shall be rendered in writing to the aggrieved party within fifteen (15) days.

Statement - An aggrieved party, if not satisfied with the decision of the School Committee, may refer the case to the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, Massachusetts 01248 (781) 338-3000. It is the intention of this grievance procedure to render due process regarding complaints or violations of this policy at each step of this grievance procedure.

POLICY RELATING TO SCHOOL COMMITTEE OPERATION

P1523 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.

POLICY RELATING TO EDUCATION

P3611.4 ENRICHMENT

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

It is recognized that students possess a broad range of intellectual skills and creative talents that can be challenged by diverse and stimulating activities. Wachusett Regional School District shall:

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

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

POLICIES RELATING TO PERSONNEL MANAGEMENT

P5252 PHYSICAL RESTRAINT

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

A. Training

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

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

B. Administration of Physical Restraint

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

C. Reporting

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

- The staff member shall verbally inform the principal of the restraint as soon as possible and shall provide a written report no later than the next school working day.
- The written report shall be provided to the principal or designee. The principal shall prepare the report if the principal administered the restraint.
- The principal or designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
- The principal shall send a copy of the report to the Superintendent at the Central Office.
- The principal or his/her designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school days following the use of such restraint. If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language. The written report shall include:
 - Names and job titles of the staff who administered the restraint and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint.
 - A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to de-escalate the situation; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
 - A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
 - For extended restraints, the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint.
 - Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student.
 - Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.
- When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the written report to the Department of Education within five (5) school days of the administration of the restraint. The program shall also provide the Department with a copy of the record of physical restraints maintained by the program administrator for the thirty-day period prior to the date of the reported restraint.

D. Special Circumstances

- Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or to a staff member and do not constitute extended restraint.
- The Wachusett Regional School District may seek such individual waiver for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
- The Wachusett Regional School District shall not require parental consent to such a waiver as a condition of admission or provision of services.
- Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.
- Extended restraints and restraint that result in serious injury to a student or staff member must be reported as described above, regardless of any individual waiver.
- The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
 - Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agree to waive; and
 - Specific information regarding when and how the parent(s)/guardian(s) will be informed regarding the administration of all restraints to the individual student.

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

E. Receiving/Investigating Complaints

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

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

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

POLICIES RELATING TO PUPIL SERVICES

P6400 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

P6433 SUBSTANCE ABUSE

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

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

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

The District shall provide full cooperation with legal authorities.

P6434 SEXUAL HARASSMENT

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

It will be a violation of this policy for any student to be sexually harassed by or to sexually harass another student, any employee or volunteer or other person connected with the District through conduct or communication of a sexual nature as defined by this policy. Retaliation against a student for filing a complaint, under this policy or for assisting in an investigation of sexual harassment is in violation of this policy.

DEFINITION

The legal definition of sexual harassment is:

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

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

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

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

Complaint Procedure:

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

1. Speak or send a note to any employee of the school district whom you trust, (i.e., nurse, psychologist/counselor, teacher, principal, assistant principal, superintendent, etc.). You can also speak to your parents who can then notify the superintendent, principal or assistant principal. Remember that the complaint procedure does not start until school/district personnel receive the complaint.
2. Within two school days of receipt of the verbal complaint, the employee will notify the principal/superintendent, and your parent/guardian will be notified of the pending complaint.
3. If you have not or do not want to put the complaint in writing, the employee will do so. This should be done no later than two (2) school days after you have talked, or given the note, to the employee. The complaint has to be put in writing to make sure that the employee fully and correctly understands the issue(s). A copy of the complaint, in writing, will be reviewed with you and your parent/guardian to ensure accuracy, before it is shared with the subject of the complaint.
4. The employee will refer the written complaint to the principal/superintendent. The principal/superintendent or his/her designee may speak with you to get more information. In any case, the principal/superintendent or his/her designee will speak to the person who is alleged to have sexually harassed you (called the "respondent") to obtain information as well.
 - a. If the principal/superintendent feels that the complaint can be resolved without a formal investigation, he/she may use the informal procedure. The informal procedure simply attempts to resolve the situation and can be done in many ways. Examples are:
 - The principal/superintendent or his/her designee may have a conversation between you and the respondent where you can tell the respondent that the behavior bothers you and must stop.

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

Examples of possible resolutions are as follows:

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

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

Formal Procedure:

1. The formal procedure is used when any one of the following occurs:
 - a. You, your parent/guardian, or the respondent ask that the formal procedure be used;
 - b. The principal/superintendent or his/her designee decides that the formal procedure should be used; or
 - c. You, your parent/guardian, or the respondent feels that the informal procedure was not helpful or adequate and one of the parties requests, within five (5) school days that the formal procedure be used.
2. The formal procedure will be completed within twenty (20) school days of the complaint being filed with the principal/superintendent, or if the informal procedure was used, within twenty (20) school days of the request to start the formal procedure.
3. The principal/superintendent or his/her designee shall investigate the complaint and complete a written report, which will include:
 - All facts and circumstances of the incident;
 - A summary of the investigation, which will include interviews with anyone reasonably believed to have relevant information, namely, the individual filing the complaint, the respondent, and, if either party is under the age of 18, their parents (if appropriate), witnesses, and anyone else who may have experienced similar conduct;
 - A description of any actions already taken and/or proposed by the principal/superintendent or his/her designee.

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

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

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

Other Resources:

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

Retaliation:

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

Considerations To Remember:

- A. A man/boy, as well as a woman/girl, may be the victim of sexual harassment, and a woman/girl, as well as a man/boy, may be the harasser.
- B. The victim may be the same or opposite sex as the harasser.

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

P6435 WEAPONS

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

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

1. Any weapon found in a locker or other storage space which is assigned to a student and which has a lock or other security device may be considered to be the property of the student assigned to the locker or other storage space for the purpose of disciplinary action under the Student Discipline Code. Any student found to be in possession of a weapon on school premises or at a school-sponsored event may be subject to expulsion from school by the principal.
 2. Violations of this policy may lead to expulsion under the provisions of Massachusetts General Law Chapter 71 Section 37H. Procedures for enforcement shall be contained in the Student Discipline Code.
 3. In addition to the school discipline indicated in the Student Discipline Code, provided in paragraph B., appropriate criminal action shall be undertaken in accordance with the provisions of Massachusetts General Law Chapter 269, Section 10.
 4. The weapons policy and regulations shall be implemented in accordance with the due process provisions of the Massachusetts General Laws and the Code of Massachusetts Regulations of the Department of Education, and the Student Discipline code.
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P6436 APPRECIATION OF DIVERSITY

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.

P6437 PROMOTING CIVIL RIGHTS AND PROHIBITING HARASSMENT, 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 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 to 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.

(i) **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.

(ii) **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.

(iii) 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

P6562 ALTERNATE STUDENT TRANSPORTATION

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

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

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.

P6616 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.

P6621 TRANSPORTATION SAFETY AND SECURITY PROCEDURES

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

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

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
 2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
 3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
 4. Classroom instruction on school bus safety will be provided.
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P6910 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 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.

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.

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.

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, cyber bullying 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, § 37O (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, cyber bullying, 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.

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

Portuguese/Português

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

Spanish/ Español

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

French/ Français

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

German/ Deutsch

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

Russian/Русско

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

Korean/한국어

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

Polish/Polski

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

Greek

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

Italian/Italia

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

Arabic

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

Albanian

Ne qofte se ju do te deshironit dokumentat te perkthyer ne gjuhen shqip. Ju mund ti kerkoni ne zyren qendrore te shkolles du eshte femija juaj.

WRHS 2011-2012 STUDENT HANDBOOK STUDENT MANAGEMENT CODE

Students are reminded that all staff members are empowered to enforce all school rules and regulations. The rules that follow are meant to foster a safe, nurturing educational environment (in accordance with WRSD Policy #6436). Violation of the Management Code is considered a disruption of the school community. For any violations of Massachusetts State Laws, police may be notified.

Tardy to School

Three (3) excused tardies (parental notification to school) per term are tolerated. All unexcused tardies and tardies exceeding three per term will be handled as follows:

- 1st offense
- 2nd offense
- 3rd offense
- 4+ offenses

Minimum 1 detention
Minimum 2 detentions
Minimum 3 detentions
Minimum 5 detentions or Saturday detention with parent conference. If there are medical conditions that require a student to be habitually tardy to school, it must be documented by a physician and approved by an assistant principal.

Tardy to Class

Two tardies to class (less than one-minute tardy) per term are tolerated. Each additional occurrence per term will be referred to administration for the following consequences:

- 1st offense
- 2nd offense
- 3rd offense
- 4+ offenses

Minimum 1 detention
Minimum 2 detentions
Minimum 3 detentions
Minimum 5 detentions, Saturday detention, or out-of-school suspension with parent conference. A teacher tardy policy may supersede this school-wide tardy policy.

Any student with an unexcused tardy to class that exceeds one minute after the late bell will be referred to administration for further consequences.

Student Identification Cards

All students must have their picture taken by a photographer of the school's choice. This year these pictures will be taken on August 31, September 1 and 7, 2011. In addition to allowing students/parents to order pictures from the photographer, each student will receive an ID card. Students **MUST** have their ID on their person at all times and show it to any WRHS staff member when asked. Students unable to show their ID will be subject to the school discipline listed below. Students unwilling to show their ID will be subject to additional school discipline (see failure to provide identification).

- 1st offense
- 2nd offense
- 3rd offense
- 4+ offenses

Warning and student must obtain a temporary ID
Minimum 1 detention
Minimum 2 detentions
Will result in further disciplinary action

Failure to Provide Identification

While attending school, school events, or on school grounds, any student failing to identify himself or herself (either verbally or with a student ID) to a staff member will be subject to the following:

Minimum 5 detentions up to Saturday detention, out-of-school suspension and parent conference.

Dress Code Violation

Any student referred to administration who is in violation of the WRHS dress code or wearing a hood at any time while in the school building will be subject to the following:

- 1st office referral
- 2nd office referral
- 3rd office referral

Warning
1 detention
2 detentions

Misconduct

Class, Study Hall, Assembly, Cafeteria, Corridors, or on WRHS Campus

- 1st office referral
- 2nd office referral
- 3rd office referral

Minimum 2 detentions
Minimum 3 detentions
Minimum 5 detentions and overnight suspension with parent conference and contract or Saturday detention with parent conference and contract. Repeat offenders may be subject to long-term suspensions.

Class Cut

Class, Homeroom, Study Hall or Teacher Detention

- 1st offense
- 2nd offense
- 3rd offense

Minimum 2 detentions and academic penalty (where appropriate)
Minimum 3 detentions and academic penalty
Minimum 5 detentions and overnight suspension and parent conference with contract and academic penalty

STUDENT MANAGEMENT CODE

Truancy	<i>Cutting 3 or more classes per day or leaving campus before or during the school day</i>
1 st offense	Minimum 3 detentions and 1 Saturday detention with parent conference.
2 nd offense	Minimum 5 detentions and 1 Saturday detention with parent conference.
3 rd offense	Minimum 3 days out-of-school suspension with parent conference and contract. May lead to long-term suspension.
Forgery	<i>Notes, Passes, Official School Documents</i>
1 st offense	Minimum 2 detentions
2 nd offense	Minimum 5 detentions and overnight suspension. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.
3 rd offense	Minimum 3 days out-of-school suspension and parent conference with contract. May lead to long-term suspension.
School Damage (unintentional)	Clean up and repair or replace
Loitering in Bathroom Areas	
1 st offense	2 detentions
2 nd offense	3 detentions
3 rd offense	5 detentions and overnight suspension or Saturday detention with parent conference. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.
Wandering the Building	
1 st offense	1 detention
2 nd offense	2 detentions
3 rd offense	3 detentions
4+ offenses	Minimum overnight suspension or Saturday detention with parent conference. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.
Consumption of food/drink	With the exception of the school cafeteria, the consumption of food and drink anywhere in the building is prohibited during the school day. The exceptions are: designated snack time, classroom functions approved in advance by the Administration, and clear bottled water.
1 st office referral	Minimum 1 detention
2 nd office referral	Minimum 2 detentions
3 rd office referral	Minimum 3 detentions (<i>continued</i>)
Further offenses	Minimum overnight suspension or Saturday detention with parent conference. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.
Smoking, Tobacco Use, Possession or Distribution of Tobacco Products, Warning Potential Smokers, or Congregating where Use is Taking Place *	IN BUILDING, ON FIELD TRIPS, OR DURING OUTDOOR CLASS, ON CAMPUS OR AT SCHOOL ACTIVITY
1 st offense	Parent conference with 2 days out-of-school suspension and may include a fine from the Holden Police Department.
2 + offenses	Minimum 3 days out-of-school suspension with a parent conference and may include a fine from the Holden Police Department.
	* Students are reminded that the above infractions are also violations of the chemical-free contract for students/athletes under MIAA guidelines and will result in team suspensions.
Office Detention Cut	
1 st offense	Parent conference. Detention(s) owed will be served.
2 nd offense	Minimum 1 day out-of-school suspension and parent conference. Detention(s) owed will be served.
3 rd offense	Out-of-school suspension pending parent conference and contract. Detention(s) owed will be served. May lead to long-term suspension.

STUDENT MANAGEMENT CODE

<i>Electronic Devices</i>	Cell phones, personal computers, pagers, iPods, MP3s, recording devices, etc. Student use of personal electronic equipment is prohibited during the school day (upon entering the building until dismissal at 2:10 p.m.). All such equipment must be turned off and kept out of sight during the school day. Failure to do so will result in confiscation of the equipment until a parent/guardian picks it up at the Main Office. Administration reserves the right to search electronic devices given reasonable suspicion of illicit activity.
1 st offense	2 detentions
2 nd offense	3 detentions
3 rd offense	5 detentions and parent conference
Further offenses	Minimum overnight suspension or Saturday detention with parent conference. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.
<i>Electronic Devices - Failure to Surrender Device</i>	A student in violation of the Electronic Device rule is expected to immediately surrender the device to staff. Failure to do so will result in two additional detentions. Failure to surrender the device to administration will result in a minimum of one-day suspension.
<i>Gambling</i>	Students are reminded that any unsanctioned game of chance shall be considered inappropriate behavior. Since gambling is regulated by law, and is a violation of the statutes of the Commonwealth, it cannot be condoned in a public educational institution. Students should be aware of the following consequences if they have been found guilty of gambling:
1 st offense	Minimum 5 detentions and parent conference. May lead to long-term suspension or exclusion.
2 nd offense	Minimum 1 day out-of-school suspension. May lead to long-term suspension or exclusion.
3 rd offense	Minimum 3 days out-of-school suspension with parent conference and contract. May lead to long-term suspension or exclusion.
<i>Vulgar Disrespect to Staff</i>	Minimum 2 days out-of-school suspension for each offense. This may also lead to a long-term suspension.
<i>Vandalism</i>	<i>Intentional, Willful Destruction</i> Each offense Minimum 1 day out-of-school suspension with restitution and parent conference up to long-term suspension or exclusion
<i>Theft</i>	Each offense Minimum 5 detentions with restitution and parent conference up to long-term suspension or exclusion.
<i>Fireworks</i>	<i>Possession, Use, or Sale</i> Each offense Minimum 5 detentions and parent conference up to long-term suspension or exclusion.
<i>Pulling Fire Alarms or Tampering with Fire Equipment (Alarm Covers, Extinguishers, etc.)</i>	Each offense Minimum 5 days out-of-school suspension leading up to long-term suspension or exclusion.
<i>Setting Fires</i>	Each offense Minimum 5 days out-of-school suspension leading up to long-term suspension or exclusion.
<i>Fighting</i>	1 st offense Minimum 3 days out-of-school suspension and parent conference up to long-term suspension or exclusion. 2 nd offense Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion. 3 rd offense Minimum 10 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
<i>Excessive horseplay/endangerment to others</i>	Each offense Minimum 1 day out-of-school suspension and parent conference up to long-term suspension or exclusion.
<i>Assault</i>	1 st offense Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion. 2 nd offense Minimum 10 days out-of-school suspension up to long-term suspension or exclusion.

STUDENT MANAGEMENT CODE

Assault	<i>On School Personnel, Verbal or Physical</i>
Each offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
Weapons	<i>Possession of any object that could be used to injure another and has no school-related purpose</i>
Each offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
Hazing	<i>Any activities viewed as initiation or rite of passage which are potentially dangerous or abusive will not be tolerated</i>
Each offense	Minimum 1 day out-of-school suspension and parent conference up to long-term suspension or exclusion.
Discrimination	<i>Incidents against others for their ethnicity, race, religion, sexual orientation, gender, etc.</i>
Each offense	Minimum 1 day out-of-school suspension and parent conference up to long-term suspension or exclusion.
Harassment	<i>Refers to behavior that is not welcomed by a person (note WRSD Policy #6434), and is personally offensive to him/her and/or interferes with that person's ability to work effectively.</i>
Each offense	Minimum 1 day out-of-school suspension and parent conference up to long-term suspension or exclusion.
Substance Abuse of Alcohol	<i>Possession, being under the influence, sale or distribution at school or at school-related activities</i>
1 st offense	Minimum 3 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
2 nd offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
Substance Abuse of Illegal Drugs	<i>Possession, being under the influence, sale or distribution at school or at school-related activities</i>
1 st offense	Minimum 3 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
2 nd offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
Bullying	Violation of Wachusett's Bullying Policy will result in disciplinary action in accordance with WRSD Policies #6437, #6438, and Massachusetts General Law, Chapter 71, Section 37o. Instances of bullying and harassment, which occur both in and out of school, may result in a criminal investigation pursuant to M.G.L. c. 71 §37o.
Chemical Violation	Any use, consumption, possession, distribution or sale of any alcohol, drug, tobacco product or any controlled substance is in violation of school policy and students are subject to discipline. These violations are also applicable to student athletes under M.I.A.A. Rule 62.1 and will result in team suspensions. These infractions will also be applicable to any student involved in extracurricular activities and will result in a suspension from those activities.
General Disruption	Any activity that disrupts school including, but not limited to, any verbal or written abuse of student, teacher, administrator, or other school personnel, and is not listed on the Student Management Code may result in detentions, Saturday detention, out-of-school suspension up to long-term suspension or exclusion. Any activity inside or outside the school that disrupts the school day or any school-sponsored event, the student(s) will be held accountable in school which may lead to detentions, Saturday detention, out-of-school detention up to long-term suspension or expulsion.

Under Massachusetts state law, any student charged with a felony may be subject to suspension by the school principal. Any student pleading guilty or found guilty of a felony may be subject to exclusion by the school principal.