



# **HUBBARDSTON CENTER SCHOOL**

## **STUDENT & FAMILY HANDBOOK**

### **2025-2026**

*Also available on the web: <http://www.qrsd.org>*



*Hardwick Elementary School*



*Hubbardston Center School*



*New Braintree Grade School*



*Oakham Center School*



*Ruggles Lane School*

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If you need to receive a copy of this handbook translated in your spoken language, please contact the Principal's office.

Si usted desea recibir una copia de este manual en español, favor de comunicarse con la oficina del principal.

Se você precisa de receber uma cópia deste manual em sua língua falada, o português, contate por favor o escritório do principal.

如果您需要接受这本手册的拷贝在您的讲话的语言的, 汉语, 请与校长的办公室联系。

Nếu bạn cần phải nhận được một bản sao của cuốn cẩm nang này trong ngôn ngữ nói của bạn, Việt Nam, dịch, xin vui lòng liên hệ với văn phòng của hiệu trưởng.

यदि आप इस अपने बोली जाने वाली भाषा, हिंदी, में अनुवाद कृपया प्राचार्य के कार्यालय से संपर्क पुस्तिका की एक प्रति प्राप्त करने की आवश्यकता है.

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# **PART I: INTRODUCTION**

## **□ INTRODUCTION □**

The Student & Family Handbook is one means of communication between home and school. There are numerous procedures, policies, regulations and services discussed on the following pages. In our handbook we try to anticipate all of the questions you may have pertaining to elementary education in the Quabbin Regional School District (QRSD).

The policies and procedures in this handbook are not inclusive. There are many policies that are not located in our handbook, but are available in the School Committee and Quabbin Regional School District Policy Manual. These complete policies can be obtained from the QRSD School Committee website. ([qrsd.ss20.sharpschool.com](http://qrsd.ss20.sharpschool.com))

Thank you for reading our handbook and familiarizing yourself and your child with its contents. This handbook was created in conjunction with all five elementary schools. While school specific changes are made as necessary, the core of the handbook is consistent across the five schools. Other reminders and policy and procedure changes will be amended in the handbook as necessary and/or presented in communications from the Office.

## **□ DISCLAIMER □**

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

## **□ NOTICE □**

The school community of every city, town, or district shall publish its rules or regulations pertaining to the conduct of teachers or students, which have been adopted. Copies of the rules or regulations shall be provided to any person upon request and without cost by the principal or headmaster of every school within each town, or district. Please be advised that any supplementary student handbook material passed out together with this booklet shall be treated as part of the student handbook and, where appropriate, shall replace materials already included within this book. It shall be the responsibility of individual students to be thoroughly familiar with such supplementary material, if such is circulated, and to retain it for reference throughout the year.

## A MESSAGE FROM THE PRINCIPALS

Dear Families,

Happy New Year! Shana Tova! Feliz año Nuevo! Shuvonoboborsho! Xinnianyukuai! SeheBokmaneeBateuseyo! Sawatdee Pi Mai! The joyous ringing in of the New Year is a custom that crosses all cultural boundaries. It is a time to celebrate the accomplishments of the previous year and to set goals for the upcoming year.

In many ways the first day of school is like New Year's Day. That first day is magical – a new beginning, a chance to start fresh, to make new friends and to set lofty goals for the upcoming year.

We are ready for this new school year! A world of possibilities and opportunities awaits each one of us. The beginning of a new year gives us a wonderful opportunity to celebrate our previous accomplishments and to set goals/resolutions for the upcoming year. We encourage you to engage your son/daughter in a similar conversation. What are they proud of from last year? What are areas for needed growth on which they would like to work? What are their goals or resolutions for this new year?

As we embark on this New Year together, we want you to know that, in Quabbin, our resolution each year is to continually strive to be a better place than we were the year before, and that we take seriously our charge to build and to sustain a culture within our school that is safe and welcoming for all. In the words of American poet Edith Lovejoy Pierce, "We will open the book. Its pages are blank. We are going to put words on them ourselves. The book is called Opportunity and its first chapter is New Year's Day."

Thank you for sharing your child with us as we work together to make this first milestone of his/her educational experience a memorable and successful one. We look forward to sharing this New Year with your son/daughter and your entire family.

This Handbook is designed to inform students, parents/guardians, and teachers and all staff regarding the expectations, the policies, the rules/regulations and the laws that govern our school. Following the policies and rules, understanding the regulations and laws, and meeting the expectations as put forth in the Handbook ensure that we provide an environment that is safe and appropriate for all students and staff.

If we can be of assistance at any time during the school year, please do not hesitate to contact us. We wish each of you a happy, safe, and successful year.

Warm Regards,

Erin Cook  
Principal  
Hubbardston Center

Emily Soltysik  
Principal  
Hardwick

Christopher Carlson  
Principal  
Ruggles Lane

Ashley Cranston  
Assistant Principal  
Ruggles Lane

Tricia Worthington  
Principal  
OCS/New Braintree

## SCHOOL COMMITTEE MEMBERS

### BARRE

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***Vacancy***

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# QUABBIN REGIONAL SCHOOL DISTRICT DIRECTORY

## **CENTRAL OFFICE ADMINISTRATORS**

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Mrs. Colleen Mucha, Superintendent  
Ms. Jill Langlois, Director of Student Services  
Ms. Shelly St. George, District Director of Teaching, Learning and Support  
Mrs. Allyson Mitchell, Human Resource Director, Title IX Coordinator

## **SPECIAL EDUCATION DEPARTMENT**

Ms. Julie Brewer, Special Education Team Chair  
Mrs. Jill Dowgielewicz, Special Education Team Chair  
Mrs. Joanne Cormier, Special Education Team Chair

## **HARDWICK OFFICE**

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Mrs. Jane Young, Nurse  
Mr. Jeremy Pierce, School Counselor

## **HUBBARDSTON OFFICE**

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Mrs. Erin Cook, Principal  
Mrs. Antonette Walker, Office Manager  
Mrs. Rya Bennett, Nurse  
Mrs. Jen Fabrizio, School Counselor

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Mr. Christopher Carlson, Principal  
Mrs. Ashley Cranston, Assistant Principal  
Mrs. Stephanie Maznick, Office Manager  
Mrs. Diana Tuttle, Nurse  
Mr. Andrew Wagner, School Counselor

# QUABBIN REGIONAL SCHOOL DISTRICT VISION, GOALS & VALUES

## □ VISION □

QRSD students and graduates are lifelong learners who embody hard work, curiosity, excellence, diversity and inclusivity. They are productive local and global citizens whose respect, responsibility, resilience, and innovation allow them to thrive in a rapidly changing world.

## □ MISSION □

- Forges strong and positive relationships with students to increase their confidence, independence and capacity for academic and social-emotional success.
- Engages students with rigorous, culturally responsive curriculum and instruction aligned with students' interests to promote curiosity and academic risk-taking.
- Utilizes multiple sources of data to improve and adapt both instruction and support to meet the diverse needs of all students.
- Fosters open communication with families and the greater QRSD community to build effective partnerships and create meaningful and equitable opportunities for engagement.

## □ OBJECTIVES □

If we foster a culture of equity and achievement, then every member of the Quabbin Regional School District will personally thrive and affect positive change in their world.

1. Ensure students, staff, parents and community members have equitable opportunities to positively connect to QRSD.
2. Create and expand differentiated learning opportunities to support the needs of ALL students and staff.
3. Create a safe and supportive district culture that promotes diversity, equity and inclusion.

## □ CORE VALUES □

### • **Students First!**

We make all decisions in the best interests of students.

**Respect:** We treat others the way we want to be treated.

**Responsibility:** We foster an inclusive and diverse community.

**Resilience:** We strive for excellence and work until we succeed.

**Innovation:** We encourage curiosity and explore possibilities.

## PART II. SCHOOL SPECIFIC PROCEDURES

**ARRIVAL & DISMISSAL:** The safety of the students is our top priority, and therefore, the cooperation and support from families with the following procedures are necessary. The hours for school are from 8:35 am-3:10 pm.

The doors will open and teachers will be on duty at 8:25 am. Children are not permitted to arrive before 8:25 am, as there will be no supervision until that time. If your family's needs dictate that your child be dropped off earlier than school is open, you may consider enrolling your child in *Champions*, the before and after school child care program. You may inquire about this program by contacting the school Office Manager.

School begins at 8:35 am, at which time students are expected to be in their classrooms and ready for the day to begin. It is important that your child arrives on time so the day is started on the right foot. Students arriving after 8:35 am will be marked tardy and must report to the Office for a late pass before reporting to the classroom.

**Morning Parent Drop-Off:** *The morning drop-off process will begin promptly at 8:25 am, according to [this](#) information.*

**Afternoon Parent Pick-Up:** *The afternoon pick-up process will begin promptly at 3:10 pm, according to [this](#) information.*

### Changes to Dismissal Routines:

In the rare event that a change needs to be made to dismissal, a handwritten note needs to be sent to school with your child.

Exceptions will be made with a phone call or email, but this practice is discouraged. Student dismissal lists are sent to classroom teachers by 2:30 pm, and dismissal is arranged according to these lists. In the case of an exception to the dismissal note, the email or call must be made or sent to the office prior to 1:30 pm.

Experience has shown us that this is the safest method to insure that your child gets home properly.

**Early Dismissal:** Please try to schedule appointments after school hours. In the event that you have to dismiss your child early, please send a note to your child's teacher including the day, time, and who will pick up your child. Again, exceptions will be made with a phone call or email, but this practice is discouraged.

In cases where we are not familiar with the adult, identification will be required. No child will be released without an adult escort.

### Morning Bus Drop-Off:

Bus drop off takes place in the loop around the Hubbardston Police Department, and students enter HCS by the Kindergarten wing. Drop off begins at 8:25 am.

**TARDINESS:** Students arriving after 8:35 am are considered tardy and need to sign in at the office. Tardiness is noted on report cards. Although we realize that emergencies occur on occasion, we expect students to arrive at school on time.

**Walkers:** [This](#) document outlines procedures for Main Street and Elm Street Walkers.

**Bike Riders:**

Parent and Principal permission is necessary for all bike riders.

Students who want to ride their bikes to and from school independently should come to the office to get a permission slip. Per Massachusetts General Law, helmets must be worn.

**Bus Riders:** The school day of any pupil begins when he or she boards the bus and ends when they return to their destination; therefore, each child comes under the jurisdiction of the school administration during this entire period. Each child should be reminded that it is a privilege to ride the bus, and, if a child is not well behaved, respectful, or if, by his actions, endangers the health and safety of other pupils, this privilege may be suspended with parental notification.

**Bus Rules:** The bus is an extension of the school, and, therefore, all school rules apply. Parents should review these bus safety procedures with their children.

- Students may have a bus seat that is assigned by the driver, Principal, or designee.
- Students must remain in their seats at all times facing forward; students must not eat, sing, shout or share items while on the bus
- Hands and feet are to be kept to themselves. No hands out the window or feet in the aisle.
- Students should remain seated and forward facing until the bus reaches their stop.
- Cross the street in front of the bus with the bus driver's signal.
- Behavior on the bus is the same as is expected at school.
- Use quiet voices so as not to distract the driver.
- Kindergarteners have front seats.
- The bus driver ensures that all safety rules are followed during the bus ride.

Bus slips will be issued to students causing a disruption on the bus. The Principal may revoke bus privileges for repeated violation of the bus rules. Upon suspension of this privilege it then becomes the responsibility of the parents to transport their child to and from school.

If buses are too crowded or full, students may not be allowed to ride on a different bus. If that is the case, parents will have to make other transportation arrangements.

**NOVELTY ITEMS AND TOYS:** Novelty items such as Pop-Its, Fidget Spinners, Pokemon Cards, Stuffedies, etc., can interfere with the educational process, and therefore, they should not be brought to school. If items are confiscated, they will be collected, and parents will be asked to pick them up from the Office. School staff are not responsible for any toys, even if lost or damaged. Toy weapons of any kind are not permitted in school. Children need to have the permission of the Principal to bring in athletic equipment.

### PART III. GENERAL ELEMENTARY SCHOOL PROCEDURES

**ABSENTEE CALL IN:** To ensure all children arrive at school safely, we work to verify all unreported absences as quickly as possible.

Please call the school office before 8:00 a.m. Provide the following information when calling in a student absence:

- Student's name
- Grade and teacher's name
- Date and reason for absence

Do not leave the following information on the absence line

- Confidential medical information – speak to the nurse directly
- Requests for homework
- Messages for classroom teachers or for Champions (before and after school care)

When should you call the Nurse regarding a student illness?

- A new medical diagnosis or change in health or emotional status
- A newly prescribed medication
- Any change in current medication
- A serious injury, illness, or hospitalization
- An injury that will require a wheelchair or elevator use
- A contagious disease (e.g. chicken pox, flu, strep throat, pertussis)
- Extended period of absence with an atypical symptom
- Recent changes in family history that may affect your child

**APPROPRIATE DRESS:** Students are expected to attend school appropriately dressed. Children who are not appropriately dressed will be sent to the office. In most cases, a sweatshirt or a different shirt can be borrowed from the nurse. We will call parents if a change of clothing is needed.

Guidelines include, *but are not limited to*, the following:

Outer clothing should be of the type and fit that a child can dress quickly and easily for recess activities.

Clothing should allow children to be comfortable both inside and outside.

Flip-flops, beach shoes and slippers are not permitted as they pose a safety risk on stairs, at recess and physical education and in the event of an emergency.

Sneakers are required for physical education.

Low-cut pants, low necklines, shirts exposing midriffs or undergarments, short skirts or short shorts are not appropriate for school.

Hats may be worn to school but will be removed upon entering the building.

Clothing cannot discriminate, demean or be derogatory towards any group or individual.

Apparel that contains statements or symbols that have sexual connotations or sexual innuendo or advertise alcohol, tobacco or drugs is not permitted at school.

**ATTENDANCE:** The continuity of day-to-day instruction is an important contributor to academic success. Regular participation in classroom instruction and curricular events contributes greatly to overall

achievement and establishing good habits. When a child misses school, it creates a disruption to his/her classroom instruction and learning. Excessive absences can also lead to anxiousness as the child works to catch up with his/her peers while also moving forward with the class. This can lead to a negative impact on his/her learning experience.

We understand that student attendance can be affected by illness, religious obligations, and family emergencies. With the exception of these reasons, however, children are required by state and federal law to be in school.

**Attendance Review Team:** There will be an Attendance Review Team (ART), including faculty, guidance staff, nursing staff, and administration, which will meet on a regular basis to review all attendance concerns. The main goal of this team is to work to ensure that all students benefit from a strong elementary education. The team will work to determine the reasons for excessive absences and/or tardiness.

Any student who exceeds 10 absences and/or tardies, whether they be excused or unexcused, will automatically be referred to the ART for review. During this review, if the ART determines that the absences and/or tardies are excessive and unexcused, further action could be taken. Possible action that could result from excessive unexcused absences and/or tardies could include, but not be limited to, the following:

- Parent meeting with ART to support families in their efforts to work on more regular school attendance.
- Positive behavior support plans
- Filing of a 51A for Educational Neglect with the Department of Children and Families
- Referral to Juvenile Court for Truancy Petition

**Family Vacations:** The Quabbin Regional School district believes that children's attendance at school matters. Each day a child is absent is a missed opportunity for learning, therefore, we discourage families from planning vacations when school is in session. The practice of the school is not to provide advance and/or make up work when the student is absent from school due to vacation. Since assignments are based upon material previously taught, work must be made up after the child returns. Parental cooperation in this matter is appreciated.

**Religious Observations:** Students may be granted excused absences when the school's schedule conflicts with religious holidays. A parent may be required to submit a written notification. A student should not suffer adverse or prejudicial consequences from an excused absence, should be allowed a reasonable opportunity to make up school work missed during the absence, and will not be subject to penalty scholastically or to attendance records due to absences incurred due to religious observances. A sincere attempt will be made to avoid assemblies, assessments, and special school events on religious holidays.

**Requesting Work:** If a student is out of school due to illness, the parent *may* request work assignments through the teacher. The parent will be responsible for retrieving this material at the school office, once it is prepared. Please note that it is not expected that students complete work missed when home sick; however, if a student is to be absent for an extended period of time due to illness (fourteen or more consecutive days), the family may be eligible to receive tutoring services. If you believe your child will have an extended absence, please contact the Principal.

**Returning After an Absence:** Absences of three (3) consecutive days or longer require a note from a physician's office prior to the school readmitting your child to class.

**CAFETERIA:** Lunch and breakfast are served daily in all schools. On early release days, breakfast will be served, and schools will either serve a bagged lunch or students can bring one home. The cafeteria is a social time for children. Seating arrangements are up to the classroom teacher or the staff member on duty. The children are expected to follow some basic courtesy guidelines:

- Breakfast will be consumed in the classroom or cafeteria based on the school's plan.
- Students may be assigned seats in the cafeteria
- Students may not cut in line
- Students should use their best table manners
- Walking is the acceptable mode of getting across the cafeteria
- Students are responsible for cleaning their area as a team
- Students are dismissed by an adult on duty

**COST & PAYMENT:** For the 2025-2026 school year, breakfast and lunch are free for all students. There is still an additional cost for a la carte items. A la carte items include snacks, water, 2<sup>nd</sup> breakfast or 2<sup>nd</sup> lunch. For elementary students, second breakfast is \$2.00 and second lunch is \$3.25. You may pay ahead for a week or a month if you choose. Parents are encouraged to pre-pay if their student will be purchasing snacks or second breakfast/lunch. This can be done by sending a check in with the student, payable to "QRSD," for as many lunches as the parent chooses.

Parents may also pay by logging into <https://quabbin.familyportal.cloud/>. Students do not have to purchase lunch every day for prepay. The cafeteria manager will track how many lunches have been used and how many remain on prepay. They will notify students shortly before their account is used up, so that the parent or guardian can send in another check. For eligible families, free or reduced-price lunch is available upon completion of necessary documents. **These forms must be completed annually, and all families are encouraged to apply for this benefit.**

**MENUS:** Monthly menus are available online under the "Nutrition" tab of the school's website.

**CELL PHONES:** Cell phones, if needed for after school communication with families, are permitted but must remain turned off and in the child's backpack during the school day. If used during the day they will be confiscated and will remain in the Office until a parent/guardian retrieves the phone. It is not the responsibility of the school if the phone is lost or stolen. As buses are an extension of our school day, students are not allowed to use cell phones on the bus.

**CLASSROOM CELEBRATIONS:** From time to time throughout the school year classes hold special celebrations. Teachers will inform parents about procedures for events such as holidays, special celebrations, and birthdays. In keeping with the spirit of the District practices on wellness and food allergies, no food items can be brought into the classroom for distribution to the class without prior planning with the teacher. This includes birthday celebrations. Some alternatives to food may include: stickers, pencils, a favorite game, etc.

**CLASSROOM CONCERNS:** It is important to address any questions or concerns with your child's teacher first as soon as they arise. This can be done via a note, through an email or by calling the school and leaving a message. If concerns remain after a discussion with the teacher, the Principal should then be contacted.

**COMMUNICATION FOLDER:** Please check your child's bag daily for notices. We appreciate your prompt return of items requiring signatures such as emergency cards, insurance forms, field trip permission slips, etc.

**COMMUNICATIONS SENT TO NON-CUSTODIAL PARENTS:** There are circumstances in which parents share joint custody of their children and live separately. In this case the non-custodial parent may want to receive notices, report cards, etc. from school. You must notify the Office Manager if you wish to receive duplicate notices and how you would like to receive them.

**ELECTRONIC DEVICES/CELL PHONES:** Unless the teacher gives specific instructions to use electronics in service to the student's education, students are not allowed to use electronic devices, including cell phones, in school. Students are expected to keep all electronic devices off and away during the school day. Should a student not adhere to keeping electronic devices off and away - interventions may include the confiscation of the device by staff/administration and a phone call home. Subsequent violations of the electronic devices policy may result in further disciplinary sanctions up to, and including, suspension from school.

The use of cell phones and earbuds **may** be allowed on buses. However, the technology policy remains in effect; students are not to view or show inappropriate material or engage in any bullying behavior.

*Under no circumstances are students allowed to photograph, record, stream, or otherwise capture images or sounds on the school bus or on school grounds during school hours.. Students who violate this prohibition will have their electronic devices confiscated and a parent must come in to meet with an administrator before the device is returned to the student and may be subject to disciplinary action up to, and including, suspension from school. Students are reminded that the surreptitious audio recording of another individual without the individual's knowledge and consent is a felony under Massachusetts law. M.G.L. c. 272, § 99.*

**FORGOTTEN ITEMS:** Parents should bring any forgotten items (including lunches, water bottles, etc.) to the main office, which will be distributed to your child by the school's staff.

**LOST & FOUND:** Each school has a Lost and Found. **Please label all clothing items and personal items brought to school (e.g. sweaters, coats, hats, mittens, snow pants, lunch boxes, backpacks etc.).** Items that are not labeled will be put in lost and found. Prior to the vacations in December, February, April, and June, items remaining in lost and found are donated to a local charity.

**MONEY:** When you send money to school, please put it in an envelope and label it with the name of the child, teacher's name, the amount of money and purpose. Please do not allow your child to bring large sums of money to school, as school personnel cannot be responsible for loss of cash.

**PARTY INVITATIONS:** In order to avoid hurt feelings, party invitations are not allowed to be given out at school unless the entire class is invited.

**PHOTO/VIDEO RELEASE:** During the course of the school year there may be occasions when photographs will be taken in the school environment. These times might include special school events, field trips, project displays, or particular classroom lessons. These pictures might be part of a school presentation, school celebration or as a part of a public relations event. Pictures may appear on the school or district web page, on our Facebook account, on our Instagram account, on the school blog, in a newspaper, or as part of a television/cable broadcast. Please be aware that photographs will only identify a child by first name unless prior parent permission is obtained.



Please be aware that if the press requests to cover a specific school event or story and they request to use student photographs, the request must be made to the building principal.

**RECESS:** Children play outside at recess unless it is raining or dangerously cold (under 20° with the wind chill taken into account). Please see that your child is dressed warmly in the winter. Only students who wear boots and snow pants are allowed to play in the snow. If your child does not have appropriate clothing for the weather, they may be required to remain inside during recess.

**Please do not request that your child stay inside due to cold or illness. If your child is too ill to go outside, chances are likely that they should not be in school.**

Your child's teacher and the Physical Education teacher will review basic use of playground equipment. The basic rules for the playground are respect and cooperation. Contact sports are not permitted.

To protect against cold, heat, sun injury and insect-borne disease the following is recommended:

- In cold weather make sure clothing is dry and layered for warmth.
- Please note sunscreen and bug spray need to be applied at home. The staff may not apply them.

**RESPECTING SCHOOL PROPERTY:** We take pride in the resources Quabbin has to offer its students. It is the responsibility of each student to use school materials in an appropriate manner. A parent may be asked to reimburse the school for lost or damaged school property.

**SCHOOL CLOSING/DELAY/EARLY DISMISSAL:** In the event the weather conditions require changes in the normal school operation, these changes will be disseminated as soon as possible to parents through the One Call System, our automated phone/email system, and district social media pages. Notice will also be sent to the following radio and television stations: WTAG (580 AM), WSRS (96.1 FM), WBZ (4) WCVB (5), WHDH (7), WWLP (22), NECN, FOX 25, and Western MA News

The following are changes in the school procedures that may occur:

- **School Cancellation** – In the event that weather conditions dictate school cancellation, these announcements will be made as early as possible.
- **Delay of Starting Time** – If school sessions are delayed by one hour or more, all preschool classes will be canceled that day.
- **Unscheduled Early Dismissal**– In the event of an early dismissal, afternoon educational programs, activities, and preschool classes will be canceled.

While it is the parents' responsibility to make provisions for the supervision during an early dismissal, we would like to make the following suggestions:

- Establish a procedure with your child in the event that you are not home. (Example: They are to go to a particular neighbor's home)
- Be sure they know their address and phone number.
- Children should know where at least one parent can be contacted.
- Always update your emergency card – the school will only release students to those designated on their emergency cards.

**SNACK:** Each classroom has a snack time built into the daily schedule. Students are encouraged to bring a healthy snack each day. Some snack suggestions are: crackers, applesauce, vegetables, fruit,

pretzels, granola bars, yogurt, crackers and cheese. Children are not permitted to share or to trade snacks.

**TELEPHONE USAGE:** Students need to develop responsibility to remember to bring all items needed to school. Unless there is an emergency, students will not be permitted to use the telephone to call parents to bring in homework, sneakers, etc. Students are not permitted to use cell phones during the school day.

**VALUABLES:** We do not recommend that students bring valuable items to school because we cannot be responsible for loss or damage.

## **PART IV. QUABBIN REGIONAL SCHOOL DISTRICT ELEMENTARY POLICIES**

### **QRSD CURRICULUM & STUDENT SERVICES**

The goal of the elementary schools is to provide all students with equal opportunities to grow to their maximum potential academically and socially. While each elementary school in Quabbin has its own culture, the curriculum offered PK-5 is the same. Detailed classroom curriculum information will be presented at the annual Open House event.

The Massachusetts Curriculum Frameworks are continually revised. Copies may be found on the Department of Elementary and Secondary Education website <http://www.doe.mass.edu>. Copies of the Quabbin Public School's Curriculum Guides may be found on the district website.

#### **CURRICULUM ACCOMMODATIONS:**

In accordance with Massachusetts regulations, 603 CMR 26.05(1), the Quabbin Regional School District, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation.

In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

**CONFERENCES:** Parents are welcomed and encouraged to confer, by appointment, with the teachers and the Principal. Either the parents or the school can initiate these conferences. Please call or email your child's teacher with any concerns. Each teacher has a voice mailbox and will return your call in a timely manner.

**FIELD TRIPS:** Students are invited on field trips throughout the year. In order to participate on a field trip, students are expected to demonstrate appropriate behavior and citizenship during school and at school-sponsored events. Students not meeting these expectations may be excluded at the discretion of the Principal or their designee. In addition, students who have not met their financial obligations to the District may be restricted from attending field trips. Under such circumstances, the school will provide an alternate learning experience at school on the day of the field trip.

All field trips will be staffed by school personnel and, at times, by invited parent chaperones who have satisfied school volunteer requirements, including CORI/SORI checks. Classroom teachers will notify those parents who will be accompanying the trip as chaperones. For safety reasons, as well as space needs on some trips, we will not be able to accommodate additional adults on field trips.

**HOMELESSNESS AND EDUCATION:** The McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. Parents or Guardians intending to register students who are homeless should be aware of the following guidelines:

- Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
- Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. Transportation may not be provided once permanent housing is found;
- Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;
- If a homeless student arrives without records, the school district's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records;
- A child who is homeless and attending any school served by the local educational agency is eligible for Title I services;
- A child who is homeless and attending any school served by the local educational agency is eligible for the Free and Reduced Lunch Program. For further information, please see: <http://www.doe.mass.edu/mv/>

**HOMEWORK:** Homework is a valuable opportunity to reinforce skills learned in the classroom. Students *may* have homework four nights a week (Monday through Thursday). Homework assignments will be one of four kinds:

- Preparation – An assignment that will prepare the student for an upcoming lesson
- Practice – Something already taught in class that is reinforced with more practice at home
- Extension – This type of assignment is an extension of something already learned
- Creative – This is more of a project-based type of assignment.

Homework assignments should follow the time guidelines outlined below. These guidelines are exclusive of independent reading, which children should be doing daily.

- Kindergarten – special projects and being read to daily
- Grade 1 – five to ten minutes
- Grade 2 – fifteen to twenty minutes
- Grade 3 – fifteen to thirty minutes
- Grade 4 – thirty to forty-five minutes
- Grade 5 – thirty to forty-five minutes

If your child's homework takes much longer, please contact the teacher so that adjustments can be made. Long-term assignments such as book reports, research projects, etc. may be given. It is vital that we work as a team to help children learn to budget their time for completion.

It is not uncommon to see students with different assignments for the same teacher. This is done because students do not all have the same needs at the same time. One student may have a practice assignment when another has an extension assignment. This depends on the individual's needs and their level of understanding of the material. If you find your child is spending significantly longer than the recommended guidelines, or is having a very difficult time with homework, please do not hesitate to call the teacher right away.

Homework may be assigned when a child returns from an absence or when a teacher feels that additional reinforcement may overcome a particular difficulty or strengthen a specific skill.

**INSTRUCTIONAL SUPPORTS:** The Student Support Team (SST) provides a resource to teachers who express a concern about a child's academic, social-emotional and/or behavioral progress that may be interfering with overall school success. The team may suggest adjustments and strategies to enable the teacher to work with a student in a more effective manner.

A referral to the SST is not an automatic pathway to a referral for a special education or 504 Accommodation Plan evaluations. The team, in consultation with parents/guardians, may make a referral at any time; however, the SST should focus on providing supports and strategies to teachers.

**MOVIES:** At times teachers will use movies to supplement the curriculum. When using movies, the school will adhere to the following guidelines:

- Parents will be informed prior to the showing if the movie is rated PG.
- PG-13 or R rated movies will not be shown.
- The movie will be part of a lesson and reflect sound social/emotional and educational objectives.
- All videos will be previewed by staff before they are shown.

**PHYSICAL EDUCATION:** All elementary students are required to attend Physical Education unless there is a date-specific note signed by their physician excusing them. The note must inform the school of the nature of the problem and the date the doctor anticipates the child returning to class.

**REPORT CARDS:** Report cards will be issued four times a year, at the end of each quarter. Progress reports are also sent home at the midpoint of each semester.

**SERVICES AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:** Under the Individuals with Disabilities Education Act ("IDEA") and M.G.L. c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)' consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or

special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. Compliance with the IDEA is one means of complying with Section 504.

Additionally, the Quabbin Regional School District provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation.

For further information regarding the Special Education program, contact Director of Student Services, Jill Langlois, at (978) 355-2055. For further information about Section 504, please contact your child's Principal for information on the school's 504 Coordinator.

**STUDENT ASSESSMENT:** In addition to formative and summative assessments in the classroom, students participate in the Massachusetts Comprehensive Assessment System (MCAS) designed by the Massachusetts Department of Elementary and Secondary Education (DESE). At the elementary level MCAS assessments are administered in third through fifth grade. Parents will receive individual results and town wide results are published. The school also gives other diagnostic instruments to students as needed to inform instruction, set goals, and guide curriculum planning.

**STUDENT RECORDS:** The Quabbin Regional School District complies with applicable Federal and State laws and regulations governing Student Records and the use of information contained therein. These laws and regulations are designed to ensure student rights of confidentiality, inspection, amendment, and destruction of student records.

The Massachusetts Student Record Regulations and the Family Education Rights and Privacy Act (FERPA) apply to all information kept by a school 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 (60) 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. Electronic communications (e-mails) that are not printed and placed in a student's temporary record are not "Student Records" for purposes of this policy and applicable state and federal laws and regulations. The temporary record is destroyed no later than seven (7) years after the student leaves the school system.

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

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

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

*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.

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

*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.

*Transfer of Records:* It is the practice of the Quabbin Regional School District to forward the student record, without prior written parental consent, of any student who seeks or intends to transfer to another school.

*Non-Custodial Parents:* Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. This access by non-custodial parents is governed by state law and regulations. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the noncustodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent. M.G.L. c.71, §34H, 603 CMR 23.07.

*Third Party Access:* Authorized school personnel shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary. Authorized school

personnel include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the Evaluation Team which evaluates a student.

*Complaints:* A parent or eligible student has a right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, (202) 260-3887 or with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, 781-338-3300. If you have any questions regarding this notice, or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the building principal.

**TECHNOLOGY:** Access to the District's system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Quabbin Regional School District. Violations of law may result in criminal prosecution as well as disciplinary action by the Quabbin Regional School District. The Quabbin Regional School District's Acceptable Use Policy for the Internet/Technology and corresponding Administrative Implementation Procedures is printed in Part IV of this Handbook.

## **QRSD CODE OF CONDUCT & DISCIPLINARY PROCEDURES**

The Quabbin Regional School District is committed to providing an atmosphere of safety and security for all students and staff so that the focus in school will be on a positive school culture where high academic achievement is possible. This handbook contains rules and policies that have been set forth by the administration and School Committee that comply with Massachusetts General Laws.

Respect for one's self, others, and the school are at the cornerstone of our code of conduct. It is the expectation of the school that students will engage in respectful conduct at all times. Accordingly, the following conduct is prohibited:

- Name calling (verbal/written), teasing, mimicking, use of slurs or other derogatory remarks
- Offensive graffiti, symbols, posters, pictures, cartoons/caricatures, notes, book covers or designs on clothing
- Phone calls, text messages, emails, and/or instant messages, or postings on any web sites (e.g. Facebook, YouTube, Twitter, Instagram, Kik, Snapchat, Ask.fm, Vine, etc.) which would embarrass, humiliate, hurt, or intimidate
- Unwanted touching a person or touching a person's clothing
- Words, pranks, or actions which would embarrass, humiliate, hurt or intimidate
- Stalking or following
- Spreading false and malicious gossip or starting rumors which would embarrass, humiliate, hurt or intimidate

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. A student may be disciplined or suspended for any of the following violations:

- Insolence, disrespect, or insubordination
- Use of inappropriate language
- Rowdy behavior such as pushing or shoving
- Fighting
- Possession, transmission, and/or use of tobacco, tobacco products, vape, drugs or alcohol
- Leaving the classroom, school activity, or school without permission
- Class tardiness or truancy
- Vandalizing, damaging, or stealing school or private property
- Threatening, bullying, or causing bodily harm to any person
- Bringing a dangerous item to school (e.g. knives, facsimiles)
- Any behavior that endangers the safety of any student or community member.

When a child does not follow the school's Code of Conduct, the school's goals are always to teach the child how to change their behavior. This may include one or more of the following discipline actions: conversation with a teacher, conversation with the Guidance Counselor, conversation with the Principal, phone call to or meeting with parents, lunch detention, recess detention, after school detention, exclusion from a school-sponsored activity, in-school suspension, out-of-school suspension, or expulsion.

**BULLYING PREVENTION AND INTERVENTION PLAN:** M.G.L. c. 71§ 37O prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. The Quabbin Regional School District's Bullying Prevention and Intervention Plan includes the requirements of the law and the policies and procedures that the school district will follow to prevent bullying and retaliation, and to respond to it when it occurs. This Plan is available, in its entirety, on the District's website by clicking [HERE](#)

**CONTROLLED AND DANGEROUS SUBSTANCES POLICY:** The Quabbin Regional School District seeks to keep the public school environment free from the use and presence of controlled substances (e.g. illegal drugs and prescription) and other dangerous substances (e.g. over-the-counter medications and alcohol). Please see the District's Policy on the possession, use and distribution of controlled and dangerous substances, printed in Part IV of this Handbook.

**PROCEDURES FOR DISCIPLINING STUDENTS WITH DISABILITIES:** All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 and the regulations issued pursuant to said statutes require that additional provisions be made for:

- Students who have been found eligible for special education services under the IDEA.
- Students who have been found to have a disability that substantially limits a major life activity, as defined under §504 of the Rehabilitation Act.
- Students who the school district knows or has reason to know might be eligible for special education services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent/guardian expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent/guardian requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the direct



of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student.

- The school is not deemed to have knowledge of a disability if (1) the parent/guardian has not allowed an evaluation or has refused special education and related services; or (2) the child has been evaluated and determined not to be a child with a disability.

These students are generally entitled to increased procedural protections prior to imposing discipline that will result in the student's removal from their educational program for more than ten (10) consecutive school days or where there is a pattern of short-term removals that exceed ten (10) school days in a given year.

If a request is made for an evaluation of a student's eligibility for special education services during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

The following additional requirements apply to the discipline of students with disabilities:

- Students with disabilities may be excluded from their programs for ten (10) school days or less in the school year to the extent that such sanctions would be applied to all students. Within ten (10) school days of a determination that a student with a disability will be excluded for disciplinary reasons from their program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "disciplinary change of placement," building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior ("Manifestation Determination").
- If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a functional behavioral assessment of the student. Eligible Section 504 students shall be entitled to receive alternative education services in accordance with the school's Education Services Plan during any suspension or expulsion in excess of ten (10) consecutive days.
- If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current education program for the incident of misconduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parents/guardians consent to, a new placement, or unless the school obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) or a court authorizing a change in

the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

- If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon on school grounds, or causes serious bodily injury to another on school grounds or at a school function, the school may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days regardless of whether the conduct was a manifestation of the student's disability. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

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

1. Once a threat has been reported to the building administration, an administrator will discuss that threat with the alleged threat maker in an informal hearing. The administrator conducting the hearing will ensure that all information gathered is documented in accordance with all existing policies and regulations.
2. During this discussion, the administrator conducting the hearing will make an assessment regarding the seriousness of the threat and whether or not the alleged threat maker did make those threats.
  - a. For the purpose of this policy, a threat is any communicated intent to inflict harm on any person or property.
  - b. Threats may consist of, but are not limited to, threats of physical violence, sexual violence, death, property damage or harm to friends or family, etc.
3. If the investigation shows that such threats were made, then the following may occur:
  - a. Demerits or other penalties allowed by existing policy;
  - b. Institution of a School Safety Plan (part a: Stay Away Order; part b: Victim Safety Plan & Memorandum of Agreement) as appropriate;
  - c. Suspension for up to 10 (ten) school days as allowed by existing policy;
  - d. Involvement of the local police as appropriate;
  - e. Referral to discipline council for disciplinary action, including but not limited to, a suspension of an additional 20 (twenty) school days for a maximum of 30 (thirty) school days;
  - f. Referral to the school committee for an exclusion hearing.

## **QRSD SAFETY**

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 NOTIFICATION:** It is the intention of the Quabbin Regional School District to comply with all federal and state regulations controlling asbestos and to take the necessary steps to ensure students and employees a safe and healthy environment in which to learn and work. This notification is required by the Asbestos Hazard Emergency Response Act of 1986, (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). You are welcome to review the Asbestos Management Plan located in each school's administrative office during school hours.

Contact Kevin Clark, Director of Buildings, Grounds & School Security, and our Asbestos Program Coordinator, with questions: 978-355-6771.

**CORPORAL PUNISHMENT:** Corporal Punishment is prohibited by the Quabbin Public Schools. Corporal punishment includes but is not limited to the use by any staff member of any type of physical force or contact, physical redirection, verbal abuse or demeaning of an individual student or group of students in a classroom or at a school sanctioned event. Corporal punishment also includes damaging or destroying of a student's personal property or school property assigned to a student. Upon receipt of a complaint of corporal punishment, the Superintendent of Schools or their designee will conduct an investigation in accordance with Massachusetts General Laws.

**CUSTODY DOCUMENTS:** The school should be provided with current court documents concerning custody, visitation privileges, etc. We will not dismiss students to anyone unless we have authorization directly from the parent or guardian or the adult is listed on the emergency card. It is important to inform the school regarding any changes in custody status.

**EARLY CHILDHOOD CRISIS INTERVENTION:** Young children need to be taught pro social behaviors. They do not automatically control their impulses, notice other's feelings or have the language to express their feelings or needs. Pre-Kindergarten and kindergarten personnel teach children to make caring connections through multi-sensory teaching. Good programming incorporates guiding children's auditory, visual and movement reception and expression. Guiding always involves positive, helpful touch and at times physical redirection by personnel. This is part of teaching. Only on the rare occasions that staff must protect anyone from imminent, physical serious harm, early childhood personnel will use non-violent physical crisis intervention according to regulations 603 CMR 46.0. All restraint procedures set forth above must be followed if there is any injury from holding a child or if the required restraint lasted for longer than 5 minutes. Teachers who are not on the Crisis Response team are assured under the DOE regulations "the training requirements...shall not preclude a teacher or employee... from using reasonable force to protect students."

**EMERGENCY NOTIFICATION:** The Superintendent will notify parents of any early dismissals, school closings, delayed openings, or any other emergency by using our automated phone/email system. Please be sure you fill out the form for this system and provide all the appropriate information. Notify the office immediately of any updates.

**NON-VIOLENT PHYSICAL CRISIS INTERVENTION/PHYSICAL RESTRAINT:** The Quabbin Regional School District complies with the requirements of Massachusetts regulations governing the use and reporting of physical restraint in schools. 603 CMR 46.00. Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint is considered an emergency procedure of last resort. It may be used only when: (a) the student's behavior poses a threat of assault, or imminent, serious, physical harm to self-and/or others; and (b) less intrusive interventions are ineffective or deemed to be inappropriate under the circumstances. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. Physical restraint is prohibited in the following circumstances: (a) as a means of punishment; or (b) 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.

**SAFETY DRILLS:** State law requires that we hold supervised drills (evacuation, fire, enhanced lock down, bus evacuation, shelter in place, etc.) each year under the direction of the local fire and police departments, and the bus company. Procedures for these drills are reviewed with the children throughout the school year.

**SEARCHES:** Students do not have a reasonable expectation of privacy in their school lockers and are on notice that lockers are subject to search at any time by school staff. A search of a student or their personal belongings that are not in a locker may occur if the administration or designee has reasonable grounds for suspecting that the student has violated or is violating either the law or a rule of the school. LEGAL REF.: Policy JIH

**TOBACCO-FREE:** The Education Reform Act of 1993 requires all public schools to be smoke-free. The use of any tobacco products, including electronic cigarettes and vaporizers, is forbidden within school buildings, the school facilities, on school grounds or on school buses by any individual, including students, visitors, and school personnel.

**VERIFICATION SHEETS:** Please complete and return two copies of the verification sheet sent home at the beginning of the school year. These sheets require updating when changes occur during the year. We will not dismiss students to anyone unless we have authorization directly from the parent/guardian or the adult is listed on the verification sheet. We will ask for photo identification if the adult is unfamiliar to school staff.

**VISITORS TO SCHOOL:** To help ensure the safety of all our students, all outside doors will be locked during the school day. Visitors are required to use the front door that is equipped with a camera, buzzer and monitor. All visitors must check in at the front office, sign in and take a visitor's badge. They must then sign out and return their badge prior to leaving. Visitors will be admitted to the building at the sole discretion of school administrators.

## **NURSE & HEALTH INFORMATION**

The school nurse is available for parents and children on a daily basis. All children will be screened during the year for vision and hearing concerns. You will receive notification if there is a concern. Beginning in the fifth grade, the nurse will check each child for scoliosis.

Parents should keep the nurse informed of any changes in the child's health in order to keep school records current.

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

Medications will only be administered to students in school if: a) there is a written order from a licensed prescriber (physician, dentist or nurse practitioner); b) there is written consent from a parent/guardian; and c) the medication is in a pharmacy labeled container or the manufacturer's original container. Medication must be delivered to school by a parent/guardian (or other responsible adult) unless otherwise prearranged with the school nurse.

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

Special Medication Situations:

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

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

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

LEGAL REF.: [105 CMR 210.00](#); [Policy JLCD](#)

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

**CONCUSSIONS:** Massachusetts regulations require middle and high schools to have policies and procedures on the prevention, management and return to academic and athletic activities for students who sustain a concussion or head injury. These policies are to ensure the recovery of a student, and to prevent further injury to the student. Please notify your health care provider and the school nurse if your child experiences a concussion. The Quabbin Regional School District's policy on concussion prevention and management is printed in Part IV in this Handbook.

LEGAL REF.: [M.G.L. c. 111, § 222](#); [105 CMR 201.000](#); [Policy JJ](#)

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

Conjunctivitis (pink eye), Staph/Strep Infections, Scabies, Ringworm, and other contagious conditions. Upon return to school, the child must report to the school nurse or principal before returning to class.

LEGAL REF: [Policy JLCC](#)

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

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

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

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

LEGAL REF: [Policy EBB](#)

**ILLNESS AT SCHOOL:** A school nurse is available at the school each day. Students who are ill or injured should tell their teacher or another adult immediately. In the event of injury or illness at school, the nurse will provide immediate first-aid. If follow-up care is needed, or if the child cannot remain in school, parents will be notified.

The nurse or administration will determine whether your child should be sent home because of illness. To provide prompt care, the school requires that you fill out a verification sheet. It is important that the information on this sheet is current. Call the school immediately with changes.

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

**Minimum Requirements:** Minimum requirements for immunization for students entering school in Quabbin Regional School District will be those set forth in the Guidelines of the Immunization Program

of the MDPH as published annually. Students who do not meet these requirements may be excluded from school until such time as they receive the vaccinations or provide proof of exemption.

Acceptable "proof" of immunization includes:

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

Exemptions: Students will be exempt from these requirements as follows:

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

LEGAL REF: M.G.L. c. 76, § 15; 105 CMR 220.000; [Policy JHCB](#)

**PHYSICAL EXAMS:** The Committee desires to enable all students to obtain the full benefit of the District's educational opportunities. Good health is a primary factor in this endeavor. Quabbin Regional School District requires physical examinations as follows:

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

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

LEGAL REF: 105 CMR 200.000; [Policy JHCA](#)

**POSTURAL SCREENING:** Postural screening will be conducted in the QRSD on all students in grades 5-9, as mandated by law. Every student will be screened and will not be exempt unless a note from a private physician is provided stating that the postural screening has been completed during the academic year starting in June.

## VOLUNTEER OPPORTUNITIES

Research shows that students do best in schools where parents are involved in their education. Every year at Open House our Parent Teacher Organization (PTO) will post involvement sign-up sheets that detail the volunteer opportunities through the teachers and other staff members. If you are interested, please make the appropriate contact.

**CORI Checks:** All volunteers are required to complete a CORI/SORI background check each year. You must apply in person to the school office and present photo identification. The School Administration has sole discretion to determine whether a volunteer satisfied CORI/SORI and other volunteer requirements.

**PARENT TEACHER ORGANIZATION (PTO):** This is a volunteer organization made up of parents and teachers who work cooperatively to enhance the quality and quantity of activities and resources available at the school. An executive board manages the PTO. Their main function is the coordination of all committees' activities, liaison to the school community, and implementation of directives set by majority vote at monthly meetings. The PTO will produce a newsletter informing members of their activities. Committee chairs look for volunteers to help in various capacities. Parents are encouraged to attend meetings, share their ideas, join in the wonderful activities and enrich the overall school experience for our children.

**SCHOOL COUNCIL:** School Councils for individual schools are formed in accordance with the Education Reform Act of 1993. The council members are comprised of the principal, a community representative, parents, and teachers. The council's responsibility is to advise the principal about school matters, and help to develop the school improvement plan. If any parent or community member is interested they should contact the building principal. Members' names will be published in the newsletter.

**SIGN-IN:** Volunteers are required to check in at the front office, sign in and take a visitor's badge.

## PART V. DISTRICT POLICIES, STATE AND FEDERAL LAWS CONCERNING STUDENTS AND EDUCATION

### EMPOWERED DIGITAL USE POLICY

#### [POLICY IJNDB](#)

**Purpose** The Quabbin Regional School District School Committee recognized the need for students to be prepared to contribute to and excel in a connected global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeing knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

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



All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give acknowledgement to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

### **Administrative Procedures for Implementation**

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

- Commercial use of the system/network is prohibited.
- The district will provide training to users in the proper use of the system/network.
- The district will provide each user with copies of the Empowered Digital Use Policy.
- Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the Director of Technology.
- Access will be granted to employees with a signed access agreement and permission of their supervisor.
- Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
- Initial passwords provided by the network administrator should be set to expire on login.
- Passwords may be changed periodically
- Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
- Students completing required course work will have priority for after-hours use of equipment.
- Building administrators or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
- Building administrators or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network. All such agreements are to be maintained in the student record.
- Building administrators or their designee will ensure that training is provided to users on appropriate use of electronic resources.
- The Director of Technology or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of electronic resources.

- The Director of Technology or their designee shall be responsible for establishing appropriate retention and backup schedules.
- The Director of Technology or their designee shall be responsible for establishing disk usage limitations, if needed.
- Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
- The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
- System users shall not engage in activity that is defined as “hacking”, whether local to the district or involving systems outside the district while using systems owned by the school district.
- System users shall not use another user’s account.
- System users should purge electronic information according to district retention guidelines.
- System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administrative procedures.
- System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
- Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
- Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
- Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
- Forgery or attempted forgery is prohibited.
- Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
- Pretending to be someone else when sending/receiving messages is prohibited.
- Transmitting or viewing obscene material is prohibited.
- Revealing personal information (addresses, phone numbers, etc.) is prohibited.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district’s system/network.
- Email or other transmissions containing personal content between students and staff is inappropriate and should not be utilized.

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

Adopted: Quabbin Regional School District Committee – June 26, 2018

[File: IJNDC](#)

## **INTERNET PUBLICATION**

### **1. PURPOSE**

The School District has established a district-wide web page that links users to web pages for the district's individual schools. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published

pages and corresponding links to other sites must relate to the district's educational mission.

## **2. SUPERVISION AND APPROVAL OF WEB PAGES**

The Superintendent (or their designee) may select the person or persons ("the Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links are related to the district's educational mission.

Staff members may publish web pages related to their class projects or courses on their school's web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district website.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

### **a. CONTENT STANDARDS**

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page. Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies. Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the webmaster, building or district administrators will prevail.

### **b. SAFETY PRECAUTIONS**

#### **i. In General**

Identifying information about students, such as first and last names, personal phone numbers or home addresses, names of other family members, or names of friends will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

#### **ii. Student photographs**

Student photographs may be published only with the written consent of the student's parent or guardian.

Student photographs will not be accompanied by identifying information about the student(s).

iii. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian

iv. Staff photographs, identifying information and work

Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.

Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

### **School Committee Policies**

All documents on Quabbin's website must conform to School Committee policies and regulations as well as established school guidelines. Copies of Committee policies are available in all school offices. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related policies include the following:

- Electronic transmission of materials is a form of copying. As specified in district policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment, including its web server(s). (See EGAA, Acquisition and Use of Copyrighted Materials)
- Documents created for the web and linked to district web pages will meet the criteria for use as an instructional resource. (See IJ, Instructional Materials and IJK, Supplementary Materials Selection and Adoption).
- Any links to district web pages that are not specifically curriculum-related will meet the criteria established in the Quabbin Staff and Student Policies for Access to Networked Information Resources. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- All communications via the district web pages will comply with the Quabbin Staff and Student Policies for Access to Networked Information Resources and the District Code of Conduct Policy. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.
- Any student information communicated via the district web pages will comply with district policies on Data Privacy and Public Use of School Records.
- Any deliberate tampering with or misuse of district network services or equipment will be considered vandalism. (See ECAB, Vandalism)

### **Technical Standards & Consistency**

Each web page added to the district web site(s) must contain certain elements that will provide general consistency for district web pages:

- At the bottom of the web page, there must be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for the page or update. It shall be that person's responsibility to keep the web page current.
- At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the district web pages. A template will be provided for all users.
- No computers, other than the assigned building web servers, shall be configured as web/FTP servers.

- The authorized teacher who is publishing the final web page(s) for herself or himself, or for a student, will edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this policy.
- Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is in place on the district server(s).
- All web pages must be given names, which clearly identify them. The names of all documents shall coincide with current district naming practices and structures.
- Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the district.
- Web pages may not contain any student e-mail address links.
- Final decisions regarding access to active web pages for editing content or organization will rest with the Director of Technology, with input from the building administrator and webmaster.

### **Other**

- Material on web pages reflects an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the Quabbin district, nor are they endorsed or sanctioned by the individual school or the district. Concern about the content of any page(s) created by students or staff should be directed to the building administrator or webmaster.
- Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. Such changes will be made by the district network specialist with approval of the superintendent. This policy will be updated on an annual basis, or more frequently if required.

### **Ownership and Retention**

All web pages on the district's server(s) are property of the school district. Web pages will be deleted when a student graduates or moves, unless prior arrangements have been made with the Webmaster.

CROSS REFS.: ECAB, Vandalism  
EGAA, Acquisition and Use of Copyrighted Materials  
IJ, Instructional Materials  
IJK, Supplementary Materials Selection and Adoption

*Adopted June 2002  
Revised 06/28/2018*

[File IJNDD](#)

## **Policy on Facebook and Social Networking Websites**

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line digital world as well as in person. Employees must conduct themselves in ways that do not distract or disrupt the educational process. The orientation and reminders will give special emphasis to:

- 1) Improper fraternization with students using social media or other electronic means.
  - a. Teachers may not friend or follow current students on social media.
  - b. All electronic contacts with students should be through the district's computer and telephone system, except emergency situations.
  - c. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.

- d. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.
- e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
- f. Inappropriate contact via phone or electronic device is prohibited.

- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Examples of inappropriate behavior from other districts, as behavior to avoid
- 5) Monitoring and penalties for improper use of district computers and technology
- 6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

MASC 2010

*Adopted 1/11/18*

*Revised 6/26/18*

#### **HARASSMENT AND DISCRIMINATION PROHIBITION**

The Quabbin Regional School District is committed to maintaining a school environment free of harassment and discrimination based on age, race, color, religion, national origin/ancestry, sex or gender, sexual orientation, gender identity, mental or physical disability, genetic information, uniformed military service, and veteran status. The Quabbin Regional School District requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Harassment and discrimination by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Retaliation against any individual who has brought harassment, discrimination, or other inappropriate behavior to the attention of school officials or who has cooperated in an investigation of a complaint under this policy is also prohibited.

“Harassment” means unwelcome conduct on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion that is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which rises to the level of a hostile environment.

“Sexual Harassment” means unwelcome, sexually offensive or gender-based conduct which is sufficiently severe, persistent or pervasive to create a hostile environment for the individual at school. Additionally, under M.G.L. c. 151C, § 1, the term “sexual harassment” may also include, but is not

limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:— (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Persons who engage in harassment, discrimination or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee, subject to applicable procedural requirements.

To file a complaint of harassment or discrimination, students and employees are encouraged to utilize the District's Complaint Procedures. Any complaint regarding harassment or discrimination of a student may be filed with the building Principal or the District's Title IX Coordinator, Superintendent of Schools, Barre, Massachusetts (978) 355-4668, and the building Principal will be responsible for handling the complaint.

Students and employees also have the right to report complaints to:

The United States Department of Education

Office for Civil Rights

5 Post Office Square, 8th Floor

Boston, Massachusetts 02110-1491

Telephone: (617) 289-0111

Fax: 617-289-0150

TDD: 877-521-2172

Or to

Program Quality Assurance Services

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street Malden, MA 02148-4906

## **HATE CRIMES**

The Quabbin Regional School District will enforce all federal, state and local laws and regulations relative to civil rights violations and hate crimes. Massachusetts General Laws Chapter 22C, Section 32 defines "hate crime" as: Any criminal act coupled with overt actions motivated by bigotry and bias, including but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender identity or sexual orientation prejudice, or which otherwise deprives another person of their constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

A hate crime shall also include, but not be limited to, acts that constitute violations of sections thirty-seven and thirty-nine of chapter two hundred and sixty-five, section one hundred and twenty-seven A of chapter two hundred and sixty-six and chapter two hundred and seventy-two.

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

1. Physical violence
2. Threats of physical violence

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

#### **NOTICE OF NON-DISCRIMINATION AND RESPECT FOR DIVERSITY**

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

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

One of the marks of a civilized society is its respect for and celebration of differences. The Quabbin Regional School District strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. Quabbin students and staff members are expected to demonstrate tolerance of and respect for others, regardless of their differences.

The Quabbin Regional School District prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, age, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. Additionally, the Quabbin Regional School District does not discriminate against individuals on the basis of homelessness in a manner consistent with the McKinney-Vento Act. The Quabbin Regional School District complies with all applicable state and federal laws and regulations, including but not limited to: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Americans with Disabilities Act (ADA); Section 504 of the Rehabilitation Act of 1973; and Massachusetts General Laws, c. 151B, c. 151C, c. 76, §5, and c. 71B.



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

It is the policy of the Quabbin Regional School District to maintain a consistent set of procedures for the treatment of persons who have a high level of sensitivity to fragrances and to various chemicals. There are many people who experience unpleasant physical effects from scented products, such as perfume and colognes. Sometimes, it might be a headache or nausea when passing by a department store's fragrance counter or riding in an elevator with someone wearing a certain fragrance. However, there is a growing number of people who suffer more severe reactions to these and many other types of products and chemicals. This condition is known as multiple chemical sensitivities (MCS) and involves people who have developed an acute sensitivity to various chemicals in the environment. People with MCS experience a range of 35 debilitating physical reactions, some even life-threatening, to chemicals used in a variety of products, including fragrances and personal care products, deodorizers and cleaners, pesticides, wall and floor coverings, and building materials.

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

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

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

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

### **Policy EFAB - Sensitivity to Fragrances and Chemical Odors Guidelines for developing protocols:**

1. At the beginning of every school year, a student or staff member with sensitivity to fragrances and chemical odors will inform, in writing, the principal of the school or their immediate supervisor.
2. The following questions will be used as guidelines in developing protocols:
  - a. What limitations is the person with fragrance/chemical sensitivity experiencing?
  - b. How do these limitations affect the student in school or the employee at work?
  - c. What specific activities and/or job tasks are problematic as a result of these limitations?
  - d. What accommodations are in place, how will they be evaluated periodically to assure that the student/employee is reasonably safe and healthy?
  - e. Do teachers and supervisory personnel need training regarding fragrance and/or chemical sensitivity? Protocols that might be chosen:

- f. Maintain good air quality in the learning/work environment
- g. Discontinue use of fragranced products or offending chemicals
- h. Modify location of learning station or work station
- i. Modify the schedule
- j. Provide an air purification system
- k. Modify communication methods- post notices, posters, information bulletins Notify in writing all those whose use of fragrances or chemicals could adversely affect the individual with sensitivities and request compliance with no use of offending substance

## **DISCIPLINE, DUE PROCESS, SUSPENSION POLICIES, EMERGENCY REMOVAL**

### **DISCIPLINARY DUE PROCESS**

In administering discipline, school staff and administrators will be careful to observe the right to due process under the law for each student.

#### **1. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, OR ASSAULT ON SCHOOL STAFF AND/OR FOR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½).**

- *Interim Short Term Disciplinary Removal:* In limited situations where a student is charged with a violation of M.G.L. c. 71, § 37H or is subject to suspension in accordance with M.G.L. c. 71, § 37H1/2, and is determined by the Principal to present an immediate threat to persons, property, or the orderly educational environment of the school, the student may be suspended from school by the Principal on an interim short term basis of ten (10) school days or less pending a formal hearing to consider the student's long-term suspension or expulsion. Prior to the imposition of any disciplinary sanction that might result in a student's interim suspension from school for ten (10) consecutive school days or less pending a long-term suspension/expulsion hearing, the student will be given oral notice of the offense with which they are charged and an opportunity to respond. In the event that the Principal determines that the student will be suspended from school on an interim, short-term basis pending a formal hearing to consider the student's possible long-term suspension or expulsion, the student and the student's parent(s)/guardian(s) will be notified by telephone and in writing. Such interim, short-term removals shall not be subject to appeal.
- *Disciplinary Sanctions and Appeals:* Prior to the imposition of any disciplinary sanction that might result in the student's suspension or expulsion from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff and/or due to a felony charge, for more than ten (10) consecutive school days or expulsion, the student and the parents/guardians will be given written notice in English and in the primary language of the student's home of a Principal's hearing at which the student and parent/guardian have the right to be represented by an attorney (at private expense), to examine the evidence against the student, and to present witnesses and documentary evidence in the student's defense. Following this hearing, a written decision will be issued. The student and the parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is suspended on a long-term basis or expelled in accordance with M.G.L. c. 71, § 37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the Superintendent. For suspensions or expulsions imposed pursuant to M.G.L. c. 71, § 37H ½, the student shall have five (5) calendar days from the effective date of the exclusion to file a written

appeal with the Superintendent. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 71, § 37H, M.G.L. c. 71, § 37H ½.

## **2. DUE-PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS** **(Non-Statutory Offenses - M.G.L. c. 71, § 37H ¾ and 603 CMR 53.00)**

### **Applicable Definitions:**

**Expulsion:** The removal of a student from the school premises, regular classroom activities, and school activities for more than 90 school days, indefinitely, or permanently, as permitted under M.G.L. c. 71, § 37H or 37H½ for:

- (a) possession of a dangerous weapon;
- (b) possession of a controlled substance;
- (c) assault on a member of the educational staff; or

**In-school Suspension:** The removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive school days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) school days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) school days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes.

**Long-term Suspension:** The removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in their discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

**Parent:** A student's father, mother, or legal guardian, or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

**Principal:** The instructional administrative leader of a public school **or their designee for purposes of school disciplinary matters.**

**School-wide Education Service Plan:** The document developed by a principal, in accordance with M.G.L. c. 76, §21, that includes a list of education services available to students who are expelled or suspended from school for more than ten consecutive days.

**Short-term Suspension:** The removal of a student from the school premises and regular classroom activities for ten consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Superintendent:** The chief executive officer of the District employed by the School Committee or his or her designee appointed for purposes of conducting a student disciplinary appeal.

- Notice and Principal's Hearing (603 CMR 53.08):

Prior to the imposition of a short-term out-of-school suspension or a long-term suspension under this section, the Principal shall provide oral and written notice of the charges and potential disciplinary sanction and of the student's and parent's/guardian's right to participate in a hearing with the Principal, to contest the charges against the student and to provide evidence, including mitigating facts, and witnesses in the student's defense.

The hearing may take place without the student's parent(s)/guardian(s) only if the Principal has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent for emergency notification.

The purpose of the Principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, to provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, to determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

In every case of student misconduct for which suspension may be imposed under this section, the Principal will exercise discretion in deciding the consequence for the offense and, where appropriate, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include, but are not limited to, the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports.

The Principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense and in accordance with the requirements of 603 CMR 53.00.

- a. In-School Suspension

A Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. Prior to imposing an in-school suspension in accordance with 603 CMR 53.10, the Principal shall inform the student of the disciplinary offense charged and the basis for the charge and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) school days, cumulatively or consecutively, in the school year.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making

and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal for the purpose set forth in 603 CMR 53.10 (4), if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the Principal and the parent.

#### b. Short-term Suspension

The Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student and the parents/guardians shall have an opportunity to present information, including mitigating facts, that the Principal or the Principal's designee should consider in determining whether other remedies and consequences may be appropriate. The Principal designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student. Students and parents do not have the right under applicable policies and regulations to be represented by legal counsel at a short-term suspension hearing.

Based on the available information, including mitigating circumstances, the Principal shall determine whether there is a preponderance of evidence to support a determination that the student committed the disciplinary offense, and, if so, the remedy or consequence to be imposed.

The Principal shall provide written notice to the student and parent/guardian of the Principal's findings and determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice of hearing.

#### c. Long-term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student and parent/guardian shall also have the opportunity to review the student's record and the documents upon which the school may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice (at the student's/parent's/guardian's expense); the right to produce witnesses on the student's behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school; the right to request that the hearing be recorded and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the parent/guardian shall, in addition to the student, have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

Based on the preponderance of evidence presented at the hearing, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, the remedy or consequence to be imposed. The Principal shall send the written determination in English and the primary language spoken in the student's home to the student and parent/guardian by, certified first-class mail and by email to an address provided by the parent for school communications, or by any other method of delivery agreed to by the Principal/designee and the parent/guardian.

If the student is suspended for more than ten (10) school days for a single infraction or for more than ten (10) school days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing. Except as provided for under M.G.L. c. 71, §§ 37H and/or 37H1/2, no student may be suspended for more than ninety (90) school days for one or more violations of school rules ("non-statutory offenses") within a school year.

d. Emergency Removal in Accordance with 603 CMR 53.07

The Principal may remove a student from school temporarily when a student is charged with a violation of school rules in accordance with M.G.L. c. 71, § 37H3/4 and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's or designee's judgment, there is no alternative available to alleviate the danger or disruption presented. The Principal shall immediately notify the Superintendent in writing of the emergency removal and the reason for it, and describe the danger or disruption presented by the student. The emergency removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the Principal shall make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal and the reason(s) therefore. The Principal or designee shall provide written notice to the student and parent/guardian and provide the student an opportunity for a disciplinary hearing with the Principal, and the parent/guardian an opportunity to attend the hearing, to be conducted before the expiration of the two (2) school days following the Student's emergency removal, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian.

The Principal shall render a decision orally on the same day as the disciplinary hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08.

In the event of an emergency removal from school, the Principal will not release the student until adequate provisions have been made for the student's safety and transportation.

e. Appeals (M.G.L. c. 71, §37H3/4, 603 CMR 53.09)

Students do not have the right to appeal an in-school or short-term out-of-school suspension imposed pursuant to M.G.L. c. 71, § 37H3/4. Students and parents/guardians do, however, have the right to appeal a long-term suspension imposed by the Principal to the Superintendent. The student and/or the parent/guardian shall have five (5) calendar days following the effective date of the suspension to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to seven (7) calendar days upon written request. If the appeal is not timely filed, the Superintendent may deny the appeal.,

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within three (3) school days of the student's request for an appeal. The time may be extended by up to seven (7) calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) only if a good faith effort was made to include parent(s)/ guardian(s). The Superintendent shall be presumed to have made a good faith effort if the Superintendent has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing in both English and in the primary language of the student's home.

At the appeal hearing, the Superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, the appropriate consequence therefore. The student shall have all of the rights afforded to students at the Principal's hearing for long-term suspension. The Superintendent will issue a written decision within five (5) calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal (or Principal's designee) but shall not impose a suspension greater than that imposed by the Principal's decision. The Superintendent's appeal decision shall constitute the final decision of the Quabbin Regional School District.

### **OPPORTUNITY FOR ACADEMIC PROGRESS DURING SUSPENSION/EXPULSION**

Principals shall ensure that students who are suspended from school for ten (10) or fewer consecutive school days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed. Principals shall develop a school-wide Education Services Plan detailing the alternative educational services available to all students who are expelled or suspended from school for more than ten (10) consecutive school days, whether in or out of school, to ensure the student's continued academic progress and earning of credits toward the student's graduation. Upon the selection of an alternative educational service by the student and the student's parent or guardian, the school shall facilitate and verify the student's enrollment in the selected alternative education service. M.G.L. c. 76, § 21

