

2009–2010

HANDBOOK
FOR
STUDENTS & PARENTS

QUABOAG REGIONAL
MIDDLE/HIGH SCHOOL
284 OLD WEST BROOKFIELD ROAD
WARREN, MA 01083



QUABOAG REGIONAL SCHOOL DISTRICT
WWW.QUABOAG.ORG

Quaboag Regional Middle / High School is committed to continuous improvement in every aspect of teaching and learning. Students come first at QRMHS and our vision is to create a school where all students will achieve at the highest levels.

Most importantly, decisions are made in the best interests of our students.

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QUABOAG REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE

Lori Loughlin (West Brookfield), Chairperson

Daniel Korzec (Warren), Vice-Chair

Thomas Baker (West Brookfield)	Renee Chisholm (Warren)
John Dolan (West Brookfield)	Louise Fecteau (West Brookfield)
Clifford Fountain (Warren)	Laurie Hebert (West Brookfield)
Dolores Morin (Warren)	Caroline Nofio (Warren)
Leane Pierce (West Brookfield)	Vacant (Warren)

CENTRAL ADMINISTRATION

Brett M. Kustigian <i>Superintendent of Schools</i>	436-9256	bkustigian@quaboag.org
Dr. Elizabeth Zielinski <i>Assistant Superintendent</i>	436-9256	ezielinski@quaboag.org
Joe Scanlon <i>Director of Finance & Operations</i>	436-9256	jscanlon@quaboag.org
Michael Meehan <i>Director of Technology</i>	436-5991 x 1212	mmeehan@quaboag.org
Janice King <i>Director of Food Services</i>	436-5991 x 1922	janiceking@quaboag.org

QUABOAG REGIONAL MIDDLE/HIGH SCHOOL ADMINISTRATION

Gregory Myers <i>Principal</i>	436-5991 x 1906	gmyers@quaboag.org
Daniel Roy <i>Assistant Principal</i>	436-5991 x 1904	droy@quaboag.org
Thomas Nicholson <i>Guidance Counselor</i>	436-5991 or 436-5508 x 1908	nichotho@quaboag.org
David Bouchard <i>Director of Athletics</i>	436-5991 x 1924	bouchdav@quaboag.org
Anna Mae Hibbard <i>Administrative Assistant</i>	436-5991 x 1905	hibbaann@quaboag.org
Karen Nicholas <i>Guidance Secretary</i>	436-5991 or 436-5508 x 1913	knicholas@quaboag.org

QUABOAG REGIONAL MIDDLE/HIGH SCHOOL SCHOOL CALENDAR 2009-2010

September 2, 2009	First Day of School for All Students (Full Day)
September 7, 2009	Labor Day - No School
September 23, 2009	Teacher Professional Development Half Day 11:06 Dismissal for Students in Grades 7-12
October 12, 2009	Columbus Day Holiday – No School
October 13, 2009	Teacher Professional Development Full Day – No School
November 11, 2009	Veteran’s Day – No School
November 19, 2009	Half Day / 11:06 Dismissal for Students in Grades 7-12
November 19, 2009	Middle / High School Parent Conferences: 12:00-2:00p and 6:00-8:00p
November 25, 2009	Half Day / 11:06 Dismissal for Students in Grades 7-12
November 26 & 27, 2009	Thanksgiving Break – No School
December 10, 2009	Teacher Professional Development Half Day 11:06 Dismissal for Students in Grades 7-12
December 23, 2009	Half Day: 11:06 Dismissal for Students in Grades 7-12
December 24 – 31, 2009	Christmas Vacation
January 1, 2010	New Year’s Day – No School
January 18, 2010	Martin Luther King Day – No school
January 19, 2009	Teacher Professional Development Full Day – No School
February 15-19, 2010	February Vacation - No School
April 2, 2010	Good Friday – No School
April 12, 2009	Teacher Professional Development Half Day 11:06 Dismissal for Students in Grades 7-12
April 12, 2009	Middle / High School Parent Conferences 6:00-8:00p
April 19-23, 2010	April Break – No school
May 31, 2010	Memorial Day – No School
June 5, 2010	Class of 2010 Commencement Ceremony 10:00 am
June 17, 2010	180 th Day of School

ACCREDITATION STATEMENT

Quaboag Regional Middle/High School is accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation of an institution by the New England Association is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance concerning the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school. Individuals may also contact the Association.

MISSION STATEMENT

The Quaboag Regional Middle/High School Community is committed to the fostering of academic excellence, civic responsibility, and social awareness in its students. We strive to provide our children with a strong foundation of knowledge, development of skills, and means to apply the skills acquired. Through a safe, healthy, nurturing environment, students will be provided with challenging experiences that inspire the confidence necessary for the achievement of goals. Quaboag Regional Middle/High School focuses on providing a mutually supportive, diverse classroom essential to produce involved, ethical citizens.

GOALS AND EXPECTATIONS FOR STUDENT LEARNING

All Middle/High School students will:

Think Critically

- Interpret information accurately
- Propose theories that are based on fact
- React to opinions with facts
- Make connections
- Evaluate sources of information
- Make sound decisions

Strive for Excellence

- Set personal goals
- Work for continuous improvement
- Heed suggestions
- Search out enrichment

Communicate Effectively

- Respond in writing to assignments and assessments clearly, cohesively, and completely
- Express ideas clearly when speaking
- Understand and apply verbal and non-verbal communication and self expression
- Demonstrate skill in listening
- Utilize technology when appropriate

Respect themselves and the school community

- Act truthfully, honorably, and assertively
- Maintain academic, emotional, and physical well-being
- Show care and concern for people and property for the common good
- Treat others with courtesy, fairness, and acceptance

Act responsibly

- Behave to ensure the safety of themselves and others
- Obey laws, rules, and regulations, for the school and community
- Fulfill commitments and obligations honestly and expeditiously

Use current technologies

- Know how and when to use technological tools
- Access and utilize computer software appropriately
- Demonstrate ability to navigate the complexity of the internet

Maintain a global perspective

- Be aware of issues that transcend geographic and political boundaries
- Recognize effects and consequences of global technology
- See effects of American culture on other societies
- Respect diversity in life
- Realize how the planet itself impacts life and lifestyles

Contribute positively

- Be involved in the life of the school
- Participate in activities which benefit others (community service)
- Share awareness of others' needs

Accept Challenges

- Try new approaches
- Reach beyond known capabilities
- Risk failure
- Dare to be self-directed

Value Learning

- Do assignments on time and with care
- Attend classes
- Ask questions
- Be curious
- Apply knowledge

Work Collaboratively

- Share ideas and opinions
- Accept differences and strengths
- Participate in the give-and-take of decision making
- Value being a member of a group

Discover Joy

- Be creative
- Give positive feedback
- Enjoy the opportunities for learning and personal growth
- Appreciate and value the quality work of self and others

I. LEGAL ISSUES AFFECTING STUDENTS

A. POLICY ON NON-DISCRIMINATION

The Quaboag Regional School District does not discriminate on the basis of sex / gender in its educational programs, activities, or employment policies. In addition, no person will be excluded from or discriminated against in admission to Quaboag Regional Middle/High School or in obtaining the advantages, privileges, and course of study of Quaboag Regional Middle/High School on account of race, color, sex / gender, religion, national origin, or sexual orientation, as mandated by Chapter 622 of the Massachusetts Acts of 1971 and Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5.

All inquiries regarding compliance with Title IX and Chapter 622 should be made to Brett M. Kustigian, Superintendent of Schools, or may be reported directly to the director of the Office for Civil Rights, U.S. Department of Health and Human Services, JFK Federal Building Room 1875, Boston, MA 02203, (617) 565 1340, (617) 565 1343 (TDD).

In addition, no person between ages three and 21 will be denied a free, appropriate, public education in the least restricted environment, as required and mandated by Massachusetts Regulation 603 CMR 28.00 and IDEA, 2004.

Section 504 of the Rehabilitation Act

Section 504 is a Civil Rights Law which prohibits discrimination based upon disabilities and requires that schools as well as other publicly funded organizations make reasonable accommodations to ensure equal participation by individuals with disabilities. The spirit and intent of the law is to remove barriers to employment, education, and communication.

Students who have a physical or mental impairment which substantially limits one or more major life activities, have a record of such impairment, and/or are regarded as having such an impairment are eligible. Section 504 calls for a committee of individuals (parents, teachers, administrator, nurse...) knowledgeable about the student to make the determination that:

1. there is a disability, or it is suspected or assumed that there is a disability, and
2. the disability **substantially** (as opposed to mildly or moderately) limits a major life function. It is important to note that learning is considered a major life function

The student's Guidance or School Adjustment Counselor, based upon the input of the aforementioned group, writes the plan. This plan is provided to the parent and all school system personnel who will provide the accommodations outlined in this plan. A copy of this plan is placed in student record and reviewed whenever there is a significant change.

B. DISCIPLINE OF STUDENTS UNDER SECTION 504 AND ADA

Under various federal and state laws and regulations, students with disabilities may not be discriminated against in discipline matters on the basis of their disability or impairment. In addition to those rights set forth in this handbook, the following procedures will be implemented to comply with state and federal laws and regulations regarding students with disabilities. Procedures for students eligible for special education services are set forth in "Discipline of Special Needs Students" in this handbook.

1. Definition

A student with a disability is a student who has had or is perceived to have a physical or mental impairment that substantially limits one or more major life activities. This category includes students who are found to currently have such an impairment, have a record of having such an impairment, or who are perceived as having such an impairment.

2. Procedure

In the event that a student is found to have violated a school rule after implementing the general due process procedures (notice and hearing) provided in this handbook or under other school policies, the Principal or his/her designee shall ascertain whether the student has been identified as a student with a disability under Section 504.

- a. If the student has not been identified as disabled, the Principal or his/her designee must consider whether the circumstances surrounding the disciplinary incident suggest the existence of a disability.
- b. In the event that the Principal or his/her designee concludes that there is no reason to suspect a disability, the student may be disciplined according to the regular disciplinary sanctions of the Quaboag Regional Middle/High School Student Handbook.
- c. If the circumstances suggest that the student may be disabled, the Principal or his/her designee shall refer the student to the 504 Committee to evaluate whether the student has a disability.
- d. If the student is identified or has previously been identified as a student with a disability under Section 504, prior to taking disciplinary action which would result in a suspension of one (1) to ten (10) days, the Principal or his/her designee shall determine whether the student's misconduct is a manifestation of his or her disability and assure that all disciplinary actions are consistent with the mandates of Section 504.
- e. If the student is identified or has previously been identified as a student with a disability under Section 504 and/or is so identified upon an initial 504 evaluation and the disciplinary sanction or cumulative disciplinary sanction could result in a suspension from school for more than ten (10) days and the 504 Committee determines that:
 - i. the student is or continues to be disabled and his or her misconduct has a direct and substantial relationship to his or her disability
 - ii. the violation of school rules is a direct result of a failure to accommodate the student's disability or an inappropriate or unimplemented 504 plan

then the student will not be suspended from school provided, however, that the 504 Committee may determine that the student's 504 plan should include modifications to address the student's misconduct including but not limited to delivery of educational services at an alternative site, behavioral modification plans, or any other appropriate modification or accommodation of disciplinary consequence consistent with Section 504.

- f. In the event that the student previously has been identified as a student with a disability under Section 504 and/or, upon an initial 504 evaluation, the 504 Committee determines that the student is or continues to be disabled but his or her violation of school rules is not related to his or her disability, a failure to accommodate, or an inappropriate or unimplemented 504 plan, regular disciplinary sanctions under the Quaboag Regional Middle/High School Student Handbook may be imposed.

3. **Evaluation / Re-evaluation**

Initial evaluation pursuant to this policy and re-evaluation of students with disabilities under Section 504 who may be subject to suspension or expulsion for more than ten (10) cumulative days shall be conducted pursuant to Section 504. Determination of disability and disability relatedness under subpart 2(a), 2(c), 2(d), and 2(e) of this policy by the 504 Committee will be made prior to the imposition of disciplinary sanction.

C. DISCIPLINE OF STUDENTS WITH DISABILITIES

1. The Principal or his/her designee will notify the Special Education Office of any offense committed by a student with a disability warranting suspension. A record will be kept of such notices.
2. When it is known that the suspension of a student with a disability may accumulate to than ten (10) days in a school year, a review of the IEP for sufficiency as required by Federal Special Education Regulations (IDEA 2004) will be held to determine the appropriateness of the student's placement or program. The Team will make a finding as to the relationship between the student's violation of the discipline code and his or her disability.
 - a. If the IEP Team finds that the student's violation of the discipline code is related to his or her disability or the Team determines that the current IEP is inappropriate, the Team will develop an amended IEP.
 - b. If the student's violation of the discipline code is not related to his or her disability or to an inappropriate IEP, a suspension may be imposed. The Team will determine a placement in which the student will

receive services during periods of suspension beyond ten (10) days, which provides access to the general curriculum and addresses his or her IEP goals. All required regulatory procedures will be followed should further disciplinary consequences become necessary.

- c. If a student carries a weapon to school or to a school function, or if the student possesses or uses illegal drugs, drug paraphernalia, or sells or solicits the sale of a controlled substance while at school or a school function, the Principal may order the change of placement for forty-five (45) days. The placement will be determined by the IEP Team.
- d. In cases where a student's violation of the discipline code presents a danger to other students, staff, or the student himself/herself, and the parent or guardian does not accept the proposed placement, the School Committee will immediately seek court approval to suspend or exclude the student from Quaboag Regional Middle/High School.
- e. Any dispute regarding the IEP will be resolved through the special education dispute resolution process. If a hearing is requested, the student will stay in his or her current placement unless a court determines otherwise or the parent agrees to an alternate setting pending resolution of the dispute.

D. HAZING

CH.269,S.17. CRIME OF HAZING: DEFINITION: PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St. 1987, c.665

CH.269,S.18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH.269,S.19. HAZING STATUTES TO BE PROVIDED: STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each institution of secondary education and each public and private institution of post secondary education shall issue to every group or organization which is part of such institution or is recognized by the institution or permitted by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and

eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St. 1985, c.536; amended by St. 1987, c.665.

E. TOBACCO USE BY STUDENTS

CH.71, S.2A PROHIBITION AGAINST THE USE OF TOBACCO BY STUDENTS

It shall be unlawful for any student enrolled in either primary or secondary public schools in the Commonwealth to possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions. "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. Consequences for possession or use of tobacco products on school grounds or at school-related functions are outlined in the discipline chart.

F. WEAPONS

In all weapons cases, the police will be notified and legal action will be initiated.

A student shall not possess, use, or attempt to use any weapon on school premises or at a school-related function. In order to protect the students of the Quaboag Regional School District, the building Principal and/or Superintendent of Schools will expel for a minimum of one calendar year any secondary school student in possession of a gun or a knife on school premises or at a school-sponsored function.

All lockers available to students are the property of the Quaboag Regional School District. Use of lockers by students is regulated by the school administration and all lockers are subject to inspection by the school administration at any time. Any weapon found in a locker in violation of school policy may be considered to be the property of the student assigned to the locker for purposes of disciplinary action under this code. Students must store books, bags, gym bags, and outerwear in lockers during the school day.

For purposes of this policy, a "weapon" includes, but is not limited to, a gun, a bullet, knife, slingshot, blowgun, blackjack, metallic knuckles, including a ring intended to be worn on more than one finger (fused rings) or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire, or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points, or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikiguisari or similar length of chain having weighted ends. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.

This policy will be implemented according to the due process provisions of the Quaboag Regional School District discipline code applicable to general and special education students. Students will acknowledge receipt of the policy by signing a receipt form stating knowledge of the weapons policy from the Quaboag Regional School Committee and have read its contents. This form will be included in each student's first day informational packet and is

available at the Quaboag Regional Middle/High School main office. The receipt card/form will be kept on file in the Principal's Office.

CHAPTER 269, S.10 PROHIBITION AGAINST FIREARMS IN SCHOOLS

Whomever, not being a law enforcement officer, and notwithstanding any license obtained by him under provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "Firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of misdemeanor and punished by a fine of not more than five hundred dollars.

Amended by St. 1987, C.150, S.2; St.1989 C.648

G. ARTICLES PROHIBITED FROM SCHOOL

Problems arise each year because students bring articles to school that are hazardous to the safety of others, interfere in some way with school procedure, and/or create disruptions to school order. Along with tobacco products and weapons, all electrical devices are prohibited, including but not limited to items such as radios, tape players, cameras, cell phones, beepers, MP3 players, ipods, etc. Items such as playing cards, toys, toy guns, water pistols, spray paint, and explosive devices are also prohibited. Hats (either worn, carried, or secured on a belt) are prohibited from school. Pornographic materials are also prohibited. These items will be confiscated and will only be returned to a parent.

H. VIOLENT BEHAVIOR, ASSAULT

Violent behavior is inconsistent with an educational environment. Violence disrupts learning and can result in serious - even fatal - injuries to students, faculty, administrators, and other staff. Consequently, the Quaboag Regional School District will not tolerate violence of any kind, in its schools, on its grounds, or at school-related events. The following conduct is prohibited:

Assault

Assault is intentional physical or verbal conduct by a student directed at another person, which results in unwanted contact with that person, or reasonably places that person in fear of imminent, unwanted physical contact. Examples of assault include striking another person, shoving another person, attempting or pretending to strike another person, brandishing a fist or weapon, or moving close to someone in a threatening manner.

Threats of Violence

Threats of violence include any written or spoken words, pictures, symbols, or anything else that can reasonably be interpreted as expressing an intention to commit a violent act against another person. Any explicit or implicit verbal threat to the safety of a staff member (including his/her possessions) will result in a five-day suspension from school. This matter will also be reported to the police. An expulsion hearing may be held at the discretion of the principal. Any explicit or implicit threat against another student will result in disciplinary action and/or possible legal action.

Possession or Use of Weapons

See the policy on possession or use of weapons in Section I. F. of this handbook.

Property Damage

Property damage is considered violent behavior when carried out as a means to threaten, intimidate, or harm another person.

I. THEFT / STEALING

Stealing and pilfering are crimes and will be reported to the Police Department. Disposition of such incidents will be handled by the police in conjunction with school officials. See discipline chart.

J. VANDALISM

Any pupil who willfully damages or destroys school property or the property of others on school grounds shall, through his parents or guardian, be held liable for such damage or destruction. See discipline chart.

K. HARASSMENT

Harassment is repeated misconduct directed at another person, with the intent or effect of unreasonably interfering with that person's legitimate activities. Harassment may involve any of the behaviors listed above, as well as other behavior, such as verbal abuse, inappropriate or unwanted telephone calls, inappropriate or unwanted text and voice messages, inappropriate or unwanted notes, and "stalking." Incidents of harassment will result in disciplinary action including but not limited to suspension and or expulsion.

Reporting and Investigation

Students are encouraged to report violations of this policy to the administration. The school will thoroughly investigate reports of harassment, as defined in this policy, and will keep reports confidential to the extent consistent with a thorough investigation.

Discipline

Students who violate this policy may face suspension or expulsion, depending upon the severity of the conduct. Suspension or expulsion will be handled in accordance with the discipline procedures in this handbook. In appropriate cases, the police or other governmental agencies will be notified.

L. PREGNANCY

Any student who becomes pregnant will be provided an equal educational opportunity at Quaboag Regional Middle/High School. Pregnant students will be permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy and, after giving birth, will be permitted to return to the same academic and extracurricular programs as before their leave.

The Quaboag Regional School District *does not* require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school. The school's administration and faculty, in collaboration with the student, the student's family, and physician, will work to create a supportive environment in which the student can succeed. The school nurse and the guidance department staff also serve as resources for the student and family. In addition, any student with medical complications arising from pregnancy and documented by her physician will be provided with tutoring.

M. SEXUAL HARASSMENT

Introduction

The Quaboag Regional School Committee (the "Committee") depends upon an environment of tolerance and respect for the achievement of its goals. The Committee is committed to provide an environment that is free of all forms of abuse or harassment. The Committee recognizes the right of all employees as well as students to be treated with respect and dignity. (For purposes of this policy, the word "employee" means anyone in the service of the Committee, either on a paid or volunteer basis.)

Sexual harassment is a form of behavior that adversely affects the employment and/or student relationship. It is prohibited by State and Federal law. The Committee also condemns and prohibits sexual harassment by any employee or student.

Sexual harassment does not refer to purely voluntary social activities. It refers to behavior which is not welcomed by the employee or student, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee or student to function normally.

Sexual harassment includes such unwelcome actions as:

- sexually-oriented verbal abuse;
- sexual remarks or jokes;
- physical contact including patting, pinching, or constant brushing against another's body;
- demands or requests for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's status as an employee or student; and
- assaults or molestation.

The Rule

It is, therefore, against the policies of the Committee for any employee or student of the school department, male or female, to harass another employee or student, sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either implicitly or explicitly a term or condition of an employees' employment or a student's status;
- submission to, or rejection of, such conduct by an individual is made the basis for employment or student status decisions affecting the employee or student;
- such conduct has the purpose or effect of interfering with an individual's work or student performance;
- retaliation is threatened or undertaken against an individual who complains that such conduct is interfering with his/her work or school performance; or
- a hostile or intimidating environment is created for the employee or student.

Violation of Policy

Any employee or student violating this policy will be subject to appropriate discipline, including possible discharge for the employee by the Superintendent and expulsion for the student.

Committee Procedures for Complaints

The Committee has designated Sexual Harassment Grievance Officers. The District's Sexual Harassment Grievance Officers are as follows:

Brett Kustigian, Superintendent of Schools
Alternate: Dr. Elizabeth Zielinski, Assistant Superintendent

Middle/High School: Gregory Myers, Principal
Alternate: Daniel Roy, Assistant Principal

If any employee or student believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint by contacting the Sexual Harassment Grievance Officer as soon as possible. The employee or student should file the complaint promptly following any incident of alleged harassment. The employee or student should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be to reconstruct what occurred. The employee or student will be requested to write out his or her complaint to document the charge. Employees or students will not have to go through the regular chain of reporting procedures when reporting sexual harassment.

If the employee or student is uncomfortable contacting the Sexual Harassment Grievance Officer because he or she believes the Sexual Harassment Grievance Officer may not receive the complaint impartially, the employee or student may contact the Alternate Sexual Harassment Grievance Officer.

Investigation

On receiving the complaint, the Sexual Harassment Grievance Officer or Alternate will promptly have a confidential preliminary investigation of the matter. If, after the completion of this preliminary investigation, it is determined that there is reasonable cause for finding a violation of this policy, the complainant and the charged employee or student will be notified of the finding orally. The charged employee or student will be requested to respond to the complaint. Additional investigation will be made to the extent appropriate in each case.

Decision

After the response of the charged employee or student has been made, and any further investigation that may be warranted has been carried out, the Superintendent will make a final decision. If the Superintendent finds that the allegations in the complaint have been established by the investigation, the Superintendent will initiate discipline of the charged employee or student. Discipline will be appropriate to the offense and employees or students involved, and may include discharge or expulsion. The complainant will be notified of the disposition of the investigation.

Acknowledgment of Receipt of Policy

Staff members and students acknowledge receipt of this policy by signing a receipt form stating, "I acknowledge receipt of this policy from the Quaboag Regional School Committee and I have read its contents." Students acknowledge this policy by signing off that they have read the student handbook. The receipt form will be kept in the Principal's Office.

N. ALCOHOLIC BEVERAGES AND DRUGS

The Quaboag Regional School District will not tolerate the use, possession, distribution, manufacture, or being under the influence of any illegal drug, drug paraphernalia, or alcoholic beverage in school, on school property, or at any school-related activity. This policy also applies to prescription drugs when they are not turned in to the school nurse.

The Quaboag Regional School District encourages students with drug or alcohol problems to seek voluntary assistance. QRMHS will endeavor to provide assistance to students voluntarily seeking drug / alcohol treatment.

Prescription drugs for which the student has a valid prescription must be deposited with the school nurse during school hours and administered by the nurse as necessary. In cases where this is impossible for health reasons, students must present certification to this effect to the school nurse as soon as possible after the drug has been prescribed. In cases where the school nurse may not be available to administer a student's prescription (after-school activities, field trips, etc.), a parent must be present to dispense the prescription. No over-the-counter drugs are to be carried by the student. If these drugs are necessary, they must be maintained in the school nurse's office.

Any student who, while in school, on school property, or otherwise engaged in or attending a school-related activity, (1) uses or is under the influence of any illegal drug or alcohol, (2) has an illegal drug or alcoholic beverage in his/her possession, or (3) buys, sells, manufactures or distributes an illegal drug or alcoholic beverage or attempts to do so, is subject to discipline, up to and including expulsion and referral for prosecution.

Definitions:

"Drug," "illegal drug," and "controlled substance" shall include, but is not limited to:

- Any substance regulated or controlled pursuant to M.G.L.C. 94C, including but not limited to, cocaine, marijuana, hashish, amphetamines, methamphetamines, and heroin.
- Drug paraphernalia as defined below.
- Any prescription drug obtained, carried, or distributed on school grounds other than through a valid prescription.
- Other substances used to produce euphoria or high, such as glues, paint, aerosols and other office or cleaning products.

"Drug paraphernalia" shall include, but is not limited to:

- Pipes, bongs, roach clips, rolling papers, needles, syringes, spoons or tubes used for sniffing powdered drugs, or baggies, capsules or other devices used for storing drugs; and
- Any other object or substance used for the ingestion, possession, transportation, distribution, or manufacture of illegal drugs.

Investigation

Students can expect the school to conduct a vigorous and thorough investigation when school officials receive reports concerning illegal drugs or alcohol on school premises or at school-related activities. Students are expected to cooperate fully with school officials investigating drug abuse or any other matter outlined in this policy. Failure to cooperate with an investigation may be grounds for discipline.

Students Under the Influence of Alcohol or Drugs

If the school suspects that a student is under the influence of alcohol or drugs, while in school or at a school-related event, the student may be referred to the school nurse, if available, for an evaluation. If necessary for the student's safety, paramedics and/or police will be called to take the student to the hospital for medical evaluation. The student's parents will be notified immediately in the case of such an event.

Disciplinary Consequences for Violation of Alcohol / Drug Policy

School: Students who violate the school's drug policy may be suspended or expelled in accordance with the procedures set forth in this student handbook. In appropriate cases, the school may agree to reduce an expulsion to a suspension, or to reduce the duration of a suspension, where the parent and student agree to cooperate in a treatment and monitoring program.

Police: The Principal, immediately after finding a student in violation of the drug policy, will furnish the police department with a complete report, including, if any, the controlled substances, alcoholic beverages, and other physical evidence obtained for analysis and such criminal action as the police department may determine.

Other Agencies: In appropriate cases, the school may file a Child in Need of Services Petition with the appropriate court, or report violations of this policy to the Department of Social Services.

O. SCHOOL SEARCHES

Desk and Locker Searches

Desks and lockers assigned to (or used by) individual students by the school remain school property and may be inspected or searched by school officials at any time in the performance of their duties. Items found in a student's locker or desk will be treated as though they are in the possession of the student.

Searches of the Person

School administrators may search a student (including pockets, book bags, purses, etc.) upon reasonable suspicion that the student is in possession of illegal drugs or any other contraband. Reasonable suspicion can be gained by observation of the student's behavior, information from reliable sources, or other facts leading the school to believe that drugs or contraband will be found in the place to be searched. Students returning from suspension for drug or violence-related offenses should expect to be searched prior to being readmitted to school.

Searches of Cars on School Property

Upon receiving a parking permit at QRMHS, students agree to allow the administration to search cars if there is suspicion of drugs, alcohol, weapons, or any other contraband.

II. ACADEMIC ISSUES

A. ACADEMIC DISHONESTY, CHEATING, AND PLAGIARISM

Academic dishonesty (cheating and plagiarism) will not be tolerated. **Cheating** includes (but is not limited to):

- the use of unauthorized papers or copying from another student's paper during a quiz, test, exam, or other assignment, regardless of the subject / content
- unauthorized access to old quizzes, tests, or exams
- unauthorized access to a quiz, test, or exam given to another section of the class
- unauthorized access to a quiz, test, or exam you must make up due to an absence
- copying or turning in a photocopy of another student's homework
- paying someone else to complete an assignment of any kind (i.e. term paper, project, etc.)
- buying an assignment of any kind (i.e. term paper, project, etc.)
- using inappropriate technology to assist in the completion of an assignment (online translators, etc.)
- text messaging during exams, tests, quizzes, etc.

Plagiarism includes copying any sentence or sentences verbatim from the reference source without using quotation marks and without providing a complete reference (author, date, source of material, volume, pages, etc.) or passing off someone else's work as your own (i.e. printing an article from an online resource and turning it in as your own). Even when paraphrasing, a complete reference must be provided to the paraphrased sentences. If two assignments show enough similarity such that the instructor has reasonable cause to believe cheating or plagiarism has occurred, both will be penalized.

The academic dishonesty policy also applies to extra credit assignments. Penalties for academic dishonesty:

- Loss of credit for the quiz, test, exam, or other assignment
- Notification of the student's parents
- Referral to the administration for further action if necessary
- Loss of academic honors and awards, if applicable
- Loss of National Honor Society eligibility, if applicable

B. GUIDANCE

Guidance is a vital part of the Quaboag Regional Middle/High School educational process that first helps individual students discover their needs and abilities and then assists them in designing a specific plan of action to help them realize their full potential.

Individual counseling is available to all students to assist them in program planning, problem solving, and school adjustment. While our guidance department shares responsibility for all students at Quaboag, students are assigned to a specific counselor based on their grade and the first letter of their last name. Mrs. Erica Griffin is the guidance counselor for all students in grades 7 and 8. Students in grades 9-12 whose last name begins with the letters A through J are assigned to Mr. Tom Nicholson. Students in grades 9-12 with last names beginning with the letters K – Z are assigned to Ms. Lauren Doleva.

Students are urged to plan their educational careers and futures carefully and to consult with their parents, guidance counselor, and teachers. Parent conferences are encouraged to insure a coordinated effort by the school and home. Thoughtfully planned college admissions and job placements, both handled as a normal part of the guidance service, are the result of these combined efforts of students, parents, counselors, and teachers. Parents and students are urged to make an appointment through the guidance secretary, Mrs. Karen Nicholas, by calling 413-436-5508 if they would like to make an appointment with a guidance counselor.

All students will meet with their counselor during their years at Quaboag Regional Middle/High School so they can be assisted in the areas of making good educational choices, career planning, social and personal growth, and crisis intervention.

The goals of the Guidance Department are:

- To help students appraise their capabilities, achievements, and interests;
- To develop guidance services to meet the needs of all students;
- To provide support for parents in developing the understanding and skills necessary to help their children with educational and career choices;
- To help students, parents, administrators, and teachers deal with problems within the school that may limit the student's ability to take advantage of the school's educational opportunities;
- To assist students in strengthening their self-awareness and understanding and in seeking services they need;
- To help students identify personal challenges and, if necessary, suggest the use of in-school and/or community agencies;
- To work cooperatively with teachers, administrators, parents, and other school personnel and to act as a liaison with non-school community agencies and organizations;
- To provide students and parents with information useful in immediate and long-term planning.

The Guidance Department also provides financial aid information for students interested in pursuing post-secondary education.

C. COMPUTER AND INTERNET ACCESS

The Quaboag Regional School District offers a multitude of computer technology resources and Internet access points in each school and classroom. The purpose of this technology and the Internet access is to enhance education and research by providing students and faculty with a means to access online resources and increase communication. The use of all computer technology resources and Internet access must be consistent with the educational objectives of the school district and within guidelines detailed in our Internet Safety & Acceptable Use Policy (AUP) which is compliant with the Children's Internet Protection Act (CIPA). All users who use the Quaboag Regional School District's computer technology and/or Internet access are expected to read the AUP and sign and return the agreement page. Adherence to the AUP and the return of a signed agreement page is a condition for the privilege of computer usage and/or Internet access. **Only students who have returned an *Acceptable Use Policy* form with their parent's signature will be permitted to utilize any computer resources, including the Internet.**

The Internet is a global network linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential will assist in preparing your child for success in life and work.

Since the Internet contains a broad spectrum of resources, there are many avenues for potential misuse and abuse. As a result, Congress passed the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) in December 2000. CIPA and N-CIPA are federal guidelines for establishing a minimal Internet Safety and Acceptable Use Policy for the protection of minors in school and library facilities. Our school district has revised our AUP to comply with the FCC's CIPA and N-CIPA rules. In brief, the CIPA rules state that an Internet Safety Policy is established which enforces monitoring online activities of minors and that a technology protection measure is implemented which blocks or filters visual images that are:

- Obscene
- Child Pornography
- Harmful to Minors

The N-CIPA rules further state a policy must also address the following:

- Address and restrict access to materials on the Internet "inappropriate for minors," which is determined by the local school district.
- Safety and security "monitoring" of minors using E-mail, Chat rooms, instant messaging, etc.
- Unauthorized access, including hacking, and other unlawful activities on-line.
- Unauthorized disclosure, use, and dissemination of personally identifying information about minors.
- Measures designed to restrict minors' access to "materials harmful to minors."

The Quaboag Regional School District has implemented a network firewall solution that will provide URL content filtering/blocking, port filtering and/or blocking plus monitoring of internet traffic. No content filtering solution can claim it blocks 100% of the “harmful” material on the Internet, but our district is trying to provide the safest possible computer environment through the use of technology with systemic updates and faculty supervision of your child.

We would like to encourage you to use this as an opportunity to discuss computer and Internet safety with your child. The Massachusetts Attorney General’s Office has published two helpful publications on Internet Safety: *The Internet, Your Child and You: What Every Parent Should Know* and *Internet Safety: Advice from Kids Who Have Faced Danger Online*. These publications may be found online at: <http://www.ago.state.ma.us/> or you may request a copy from any administrative office.

Please contact your child’s building Principal if you have any questions or concerns.

Failure to follow the established rules regarding appropriate use of computers, the Internet, and other technologies may result in disciplinary actions ranging from detention, short to long term loss of computer privileges, complete loss of computer usage, short term suspension, and expulsion.

COMPUTER HARDWARE AND SOFTWARE

Students are encouraged to utilize the computers in various areas of the Middle-High School. However, *students and their parents are financially responsible for any damage* that is caused to the hardware or software through improper use of the computer or its accompanying software.

INTERNET SAFETY AND ACCEPTABLE USE AGREEMENT FOR THE QUABOAG REGIONAL PUBLIC SCHOOL DISTRICT

Administrative Procedures for Implementation

- 1) Commercial use of the system/network is prohibited.
- 2) The district will provide training to users in the proper use of the system/network.
- 3) The district will provide each user with copies of the *Acceptable Use Policy* and Procedures.
- 4) Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the system administrator.
- 5) Access will be granted to employees with a signed access agreement and permission of their supervisor.
- 6) Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
- 7) Account names will be recorded on access agreements and kept on file at the building level.
- 8) Initial passwords provided by the network administrator should be set to expire on log in.
- 9) Passwords shall be changed every 60 days and all passwords shall be expired at the end of each school year.
- 10) Passwords are confidential! All passwords shall be protected by the user and not shared or displayed.
- 11) Students completing required course work will have first priority for after-hours use of equipment.
- 12) Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
- 13) Principals 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 at the building level.
- 14) Principals or their designee will ensure that training is provided to users on appropriate use of electronic resources.
- 15) Principals 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.
- 16) Principals or their designee shall be responsible for establishing appropriate retention and backup schedules.
- 17) Principals or their designee shall be responsible for establishing disk usage limitations, if needed.
- 18) Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.

- 19) The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
- 20) System users shall not use another user's account.
- 21) System users should purge electronic information according to district retention guidelines.
- 22) System users may re-distribute 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.
- 23) System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
- 24) Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
- 25) 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; attempts to override, or to encourage others to override, any firewalls established on the Internet Access Network.
- 26) Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.
- 27) Forgery or attempted forgery is prohibited.
- 28) Attempts to read, delete, copy, or modify the electronic mail or data of other users or to interfere with the ability of other users to send/receive electronic mail or data is prohibited.
- 29) Use appropriate language. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing, or otherwise objectionable or criminal language in a public or private message is prohibited.
- 30) Pretending to be someone else when sending/receiving message is prohibited.
- 31) Accessing or transmitting materials that are obscene, and sexually explicit, are prohibited.
- 32) Revealing personal information (addresses, phone numbers, etc.) is prohibited.
- 33) Disseminating passwords, codes, access telephone numbers, or account numbers is prohibited.
- 34) Discussing highly sensitive or confidential school department information in electronic communications is prohibited.
- 35) 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.

A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution. *Revised and adopted by the Quaboag Regional School Committee, August 17, 1998.*

D. HONOR ROLL

Students obtaining a grade point average of 4.0 or better on their report card will receive *First Honors* recognition. Students receiving a grade point average between 3.50 and 3.99 will receive *Second Honors* recognition. Students receiving a grade point average between 3.00 – 3.49 will receive *Third Honors* recognition. In order to receive honors recognition, a student must be taking at least six credits and must not have a grade below “C” in any subject. Only classes taken having an assigned quality point value will count towards the honor roll.

E. ACADEMIC ELIGIBILITY

Students must maintain certain baseline academic criteria in order to gain and/or maintain membership in a variety of extra-curricular activities, clubs, and organizations. Please review the information provided under “National Honor Society”, “School Sponsored Activities”, and “MIAA Governance” for specific requirements.

F. GRADUATION REQUIREMENTS

Students are required to accumulate a minimum of twenty-four credits towards graduation. A course meeting every day for the full school year is worth one (1.0) credit. Semester-long courses are worth one-half (0.5) of a credit.

Course requirements needed for graduation:

English – 4 credits

Math – 3 credits

History – 3 credits

Science – 2 credits for the Classes of 2010, '11, and '12, 3 credits starting with the Class of 2013

Computer Applications – 1 credit

Physical Education/Health/Project Adventure – 1.5 credits

Writing Seminar – 0.5 credits

Electives – Minimum of 9 credits

Pass a minimum of five credits in grade 12

Pass a minimum of five (5) credits in Grade 12.

World Language – Students are *strongly encouraged* to take 2 credits of a world language in order to fulfill the entrance requirements of many colleges and universities.

In order to be eligible for Valedictorian / Salutatorian status, students must have completed at least three semesters of full-time academic work at Quaboag Regional High School including the second semester of their junior year and both semesters of their senior year.

G. PARTICIPATION IN GRADUATION CEREMONIES

The Superintendent must certify that all students who are to receive diplomas have met the specified graduation requirements of the Quaboag Regional School District. No student may participate in graduation that has not met this requirement. Current and former school committee members as well as current teaching and non-teaching employees of the district are given the option to present diplomas to their children at the graduation ceremony

H. PROMOTION REQUIREMENTS

The following are the requirements for progression to “full academic standing” in the next grade:

to grade eight may not fail more than two (2) full-year courses.

to grade nine may not fail more than two (2) full-year courses.

to grade ten six (6) credits.

to grade eleven twelve (12) credits.

to grade twelve eighteen (18) credits.

I. EARLY GRADUATION

A Quaboag student may complete his/her requirements for graduation in less than the traditional four years. For those students who have specific plans for the future, and can take extra courses in their sophomore and junior year and summer school, they may be able to complete their graduation requirements at the end of their junior year or the first semester of their senior year.

In order to qualify for early graduation, a student must meet all course and credit requirements for graduation as stated in the section entitled “Graduation Requirements”. An approved Early Graduation Plan must be approved by the student’s parents, guidance counselor, and the high school principal no later than September 30th of the student’s sophomore year in order to qualify for early graduation. Students wishing more information about early graduation should consult their guidance counselor early in their high school career.

J. COURSE LOADS

Each student must take a minimum of six (6) major courses. Seniors may carry five (5) major subjects by having a vocationally or educationally valid alternative approved by the principal. A senior who wishes to do this must develop a plan with their guidance counselor and present it to the principal at least one full semester before it is to begin. The principal will make the final determination concerning the proposed plan.

K. REPORT CARDS AND MARKING SYMBOLS

Report cards will be issued four times a year at approximately eight week intervals. They will be given to pupils to take home in November, January, and April. Final report cards will be mailed home in late June or early July. On the day that report cards are distributed, the entire school will return to homeroom before the end of the day.

The following are the symbols to be used in marking report cards and their interpretations:

A	+ or -	High honor work.
B	+ or -	Honor work, above the average
C	+ or -	Work expected of an average pupil and satisfactory for some college admission.
D	+ or -	Below average work, unsatisfactory for most pupils, barely passing
F		Failure. No credit.
I		Incomplete *
W		Withdrawn
WP		Withdrawn passing **
WF		Withdrawn failing
M		Excused from PE for medical reasons
P		Passing

At the end of the marking period, excused **incomplete work must be made up within ten (10) school days or a failing grade is recorded.** Under extenuating circumstances, an extension may be approved by the principal after consulting with the involved student, faculty member, and guidance counselor.

*If a student drops a course after attending fewer than ten days into the course, no grade is given.

**If a student drops a course after attending ten or more days into the course a WP or WF is given and also a final grade of WP or WF.

L. ADDITIONAL GRADING INFORMATION

Included on the report card is the student's daily school attendance and a total of graduation credits earned in previous high school courses. Juniors will receive at the end of their school year information regarding their QPA and Rank-In-Class.

M. MCAS

In addition to the graduation requirements established by the Quaboag Regional School Committee, as listed above, all students must pass the MCAS competency determination to obtain a Quaboag Regional Middle/High School Diploma.

N. CHANGING CLASSES

Students will not be allowed to change classes after the first quarter of the year. Changes are only allowed with the permission of the guidance department and should be requested only if absolutely necessary for proper credit.

O. QUABOAG TEACHER ASSISTANCE TEAM (TAT).

The Quaboag Teacher Assistance Team is designed to assist students who are in crisis, in school or in the community. A crisis can result in academic failure, excessive absenteeism, alcohol and other drug abuse, depression, suicide attempts or other harmful activities. The team is made up of teachers, guidance counselors, the school nurse, the

administration, and other health professionals. All contact and discussion is confidential and involvement in the program is voluntary. If you have a problem, contact the TAT team through any of the following people for immediate help and support. WE CARE ABOUT YOU!

P. SUMMER SCHOOL

Students may take up to two courses at an approved summer school, if such work is to remove a deficiency for work failed. The summer school grade and the student's final grade from QRMHS will be averaged together and must be a 60 to receive credit.

In order to receive credit for any course failed, the course must be made up in the summer immediately following the failure. It is recommended that any student failing a course required for graduation make it up in summer school immediately following the course, as scheduling them into the following school year can be difficult and may cause a student to not graduate on time.

NOTE: No credit will be given for work undertaken to improve a grade already considered passing. The course and grade will be recorded on the student's transcript.

Other requirements may be established by the school administration in relation to a particular program, otherwise the additional credits needed for graduation may be selected from elective courses.

Q. SENIOR EXAMS

All seniors, unless exempt by their teacher, will take final exams or complete a culminating activity in all courses.

R. ADVANCED PLACEMENT (AP) PROGRAM

The Advanced Placement Program, provided by the College Board, affords Middle/High School students the opportunity to study college-level courses. Through this program, students may earn credit, advanced placement, or both for college.

What Are The Benefits of AP?

AP students learn a subject in depth, develop analytical reasoning skills, and form disciplined study habits at a far greater level than a standard Middle/High School course. AP course participation attracts the attention of more selective colleges. The course experience and the exam grade are considered indicators of future success at the collegiate level.

Satisfactory grades on the AP exams may waive the need to take related college introductory courses, thus allowing the student to broaden his/her college experience by exploring additional subjects of interest, participating in internships, and studying abroad.

AP students save money by having college subjects waived, and some students may even be granted sophomore standing if they earn satisfactory grades on enough AP exams to satisfy the freshman requirements of the college. AP students are eligible for AP Scholar Awards.

Who Should Take AP Courses?

Students who love challenges and want to master college-level work should consider taking AP level courses. Advanced Placement students must be motivated to greatly improve the quality and depth of their schoolwork and be willing to deal with the significant difficulty and stress that can arise when facing a challenge. Students are strongly encouraged to take Honors Level courses whenever possible to prepare themselves for the rigorous demands of an Advanced Placement class.

What Can Parents Do?

Explain to your potential AP student that once he/she has accepted the challenge, he/she must commit to that challenge. In other words, if things get tough, the student gets tougher. Do not expect the AP teacher to lighten the load if the student complains of feeling overwhelmed or over-burdened. Instead, seek advice from the AP teacher or other school

personnel in finding ways to help the student through the struggle. It is this very struggle that separates the successful AP student from the rest of the school population.

What Is The Cost?

Students are responsible for AP exam fees. Keep in mind, however, that success on an AP exam may result in substantial savings in terms of college courses that are waived.

Advanced Placement exams are graded on a scale of 1 to 5.

- | | |
|----------------------------|----------------------|
| 5=Extremely Well Qualified | 4=Well Qualified |
| 3=Qualified | 2=Possibly Qualified |
| 1= No recommendation | |

Colleges set their own standards in terms of waiving courses and awarding college credits. It is important to note that some colleges choose not to award college credit *regardless* of the student's score on the AP exam.

S. NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a nationwide association sponsored by the National Association of Secondary School Principals (NASSP). It is dedicated to promoting academic excellence and fostering qualities of character, leadership, and service. Membership is an honor bestowed upon a student. Selection for membership is made by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Candidates for membership shall be a member of the junior or senior class and shall have been enrolled for no less than one semester in Quaboag Regional Middle/High School unless a transfer is made from another chapter. Selection shall be made once each year and the induction of new members shall take place each fall. The selection process determined by the faculty council is consistent with the rules and regulations of the National Honor Society. The National Council shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

Junior candidates eligible for membership must have a grade point average of 3.33 for four consecutive semesters (grades 9 and 10). Senior candidates eligible for membership must have a grade point average of 3.33 for six consecutive semesters (grades 9, 10, and 11). Once inducted, members must maintain a 3.33 grade point average or risk probationary status and possibly suspension or dismissal.

Both candidates and current members must have a record free from serious disciplinary action (suspensions, withdrawals, loss of credit due to excessive absences, removal from athletic teams for misconduct).

Both candidates and current members are required to demonstrate leadership and service through active membership in at least two of the following activities:

Class Officers	Student Government	Student Advisory Council	Band
Teachers' Aides	Drama Productions	Math Team	Peer Leadership
Office Aides	S.A.D.D.	Athletic Teams	School Store
Lab Assistants	Student Tutors	Peer Leaders	Principal's Advisory

Students must have been involved in these activities beyond the normal course curriculum.

Once inducted, members must perform community / school service at a minimum of three hours each month. A journal logging these activities will be reviewed by NHS officers and the advisor monthly.

Failure of NHS members to maintain the above standards will result in a review by the NHS advisory committee for possible disciplinary action to include additional community service, probation, suspension, and dismissal. Please note: once dismissed from the National Honor Society, a student may not rejoin.

T. QRMHS STUDENT ADVISORY COUNCIL

The Student Advisory Council started by the Massachusetts Department of Education in 1972 to encourage greater student involvement in creating and revising public school policy, involves the following:

- Promoting communication between the school committee and the student body.
- Informing the school committee about the student body's attitudes, interests, and concerns.
- Advising the school committee as part of its decision making process.
- Informing the student body about the school committee's functions and work.
- Serving as representatives of the entire student body.

The following resources provide helpful information about student advisory councils:

Holly Alperin and Eileen Robinson, Advisors

Central MA Regional SAC

Massachusetts Department of Education

350 Main Street Phone

781-338-6320

Malden MA 02148-5138

Email: halperin@doe.mass.edu or erobinson@doe.mass.edu

American Civil Liberties Union: www.aclu-mass.org/youth/studentrights/stetrgrtsmass.html

Center for Law and Education: www.cleweb.org

Office of MA Attorney General, Martha Coakley.

MA Trial Court Law Libraries: www.lawlib.state.ma.us

Student Press Law Center: www.splc.org

www.studentactivism.org

www.stopthehate.org

www.co-star.net

www.ago.state.ma.us

Once a student has accessed these resources, he/she is strongly encouraged to assess his or her situation. Students may take action by means of many committees in the school and the state of Massachusetts that support student rights and issues. If a particular type of committee is not available in the school, students are encouraged to investigate related venues, seeking to make them part of the school's extracurricular activities.

Massachusetts State Student Advisory Council: www.doe.mass.edu/stucouncil/sachome.html

U. HOMEWORK POLICY

Homework is an integral part of education for many reasons. It develops self-discipline, reinforces good study habits, and provides students opportunities to practice the material being taught. The amount of homework assigned will be determined and clearly communicated by each teacher, depending on the requirements and level of each course.

The amount of homework assigned is at the discretion of the teacher, and may vary significantly from night to night depending on the course and the type of assignment. Parents and students should review course syllabi and meet with teachers to gain a better perspective on the amount of time that should be devoted to homework. In addition to written assignments, reading, studying and reviewing are expected nightly and are considered as homework.

The student is responsible for determining assignments missed due to absenteeism and for making arrangements to complete this work. He/she will have the number of *excused days* plus one to complete class work or tests/quizzes missed *during* an absence. If a student is returning from an out-of-school suspension, he/she has only the number of days of the suspension to make up any missed schoolwork/tests.

Homework after Extended Illness

In the event a student is absent due to illness for an extended period of time (three or more days), a parent may call the guidance department to arrange for homework assignments. Please call the guidance office prior to 10 A.M.

V. SEVENTH AND EIGHTH GRADE PROMOTION REQUIREMENTS

In order to advance to the next grade, seventh and eighth grade students may fail no more than two year-long classes. If a student fails more than two year-long classes for the year, he or she must make up the course(s) in summer school in order to be promoted to either grades 8 or 9.

(For example, if a student fails three courses, he or she would make up one course in summer school; if a student fails four major courses, he or she would make up two, etc.) However, in order for the student to be eligible to make up the course in summer school, he or she must have a minimum final average of 50 in that course.

The average of the summer school grade, together with the student's final grade for the year, must equal the minimum passing grade of 60 in order for the student to receive a passing grade for the class. All summer school expenses and transportation are the responsibility of the student's parent(s)/guardian(s). Seventh and eighth grade summer school classes are not held at Quaboag Regional Middle/High School.

Parent(s)/guardian(s) must forward summer school grades to the Quaboag Regional Middle/High School guidance department upon completion of the course.

Students who fail more than two courses and chose not attend summer school will repeat their grade. Also, students who fail more than two subjects and attend summer school, but fail to receive a passing grade after summer school grades are averaged with final grades, will repeat the their grade.

Specific summer school information, including the names and locations of summer school programs, is available in the guidance office by the end of the school year.

W. ALTERNATIVE EDUCATION PROGRAM

Purpose and Guidelines

Quaboag Regional Middle/High School's Alternative Education Program's intent is to meet the individual student's academic, social, emotional, and behavioral needs while maintaining the district's graduation requirements and any other standards established by the school committee in conjunction with all state and federal statutes and laws. The Alternative Education Program serves students in grades 7-12 who demonstrate moderate to significant behavioral, motivational, and/or social issues.

All students enrolled in the Alternative Education Program are expected to adhere to all school rules and standards as described in the Quaboag Regional Student Handbook. As such, disciplinary policies and procedures are the same for all Alternative Education Program students that attend Quaboag Regional Middle/High School.

All students enrolled in the Alternative Education Program are required to abide by MCAS requirements for graduation. Quaboag Regional Middle/High School's Alternative Education Program's intent is to address and serve the identified needs of the following categories of students:

- A) Students currently and/or found to be eligible for special education services with diagnoses of either emotional impairments, health impairments (such as ADD/ADHD), neurological and/or other disabilities that negatively impact their behavior, motivation, and or social skills/relationships;
- B) Students currently on 504 plans (with qualified disabilities that also negatively impact the previously identified areas); or
- C) Regular education students who illustrate moderate to significant behavioral, motivational, and/or social maladjustment issues.

In all student categories, the degree of issues illustrated must at least moderately negatively impair their own academic progress and /or the academic progress of others. Students will not be considered for placement into the Alternative Education Program unless documented evidence exists of previous attempts to address students' issues AND said attempts were found appropriate but unsuccessful.

The curriculum of the Alternative Education Program is aligned with the state curriculum frameworks. Every attempt will be made to educate each student in the least restrictive environment while maintaining high educational standards.

The academic focus of the Alternative Education Program is to prepare each student to transition into mainstreamed classroom settings when appropriate. Special education students will continue to receive any accommodations and/or other specialized instructions documented in their educational plans.

- Consistent and regular monitoring of student progress by program personnel is imperative to assist students in making effective academic and behavioral progress and to modify programmatic approaches as necessary

Parental Involvement

Quaboag Regional Middle/High School considers parental/guardian involvement essential to each student's success. Parents/guardians are important members of their student's Alternative Education Program and are expected to work closely with program teachers and related personnel. Each student's performance (both academic and behavioral) will be evaluated and communicated to parents, either through the Alternative Education Program's progress reports or directly through meetings or other communications. Parents are expected and encouraged to review this information and provide program teachers and personnel with any relevant information that might assist their student's progress.

X. SCHOOL COUNCIL

Members of the School Council shall be subject to the provisions of sections twenty-three B and twenty-three C of Chapter thirty-nine.

The School Council shall meet regularly with the Principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of a school improvement plan, as provided below.

The Principal of each school, in consultation with the School Council, established pursuant to this section, shall adopt educational goals for the schools consistent with the goals and standards including the student performance standards, adopted by the board pursuant to Section One D of Chapter 69, and consistent with any educational policies established for the district, shall assess the needs of the school in light of those goals, and shall formulate a school improvement plan to advance such goals, to address such needs and to improve student performance. The plan shall include an assessment of the impact of class size on student performance, shall consider student-to-teacher ratios and other factors - such as the support of adult resources, and may include a scheduled plan for reducing class size. The plan shall address professional development of the school's professional staff, the allocation of any professional development funds in the annual school budget, the enhancement of parental involvement in the life of the school, safety and discipline, the establishment of a welcoming school environment characterized by tolerance and respect for all groups, extracurricular activities, the development of means for meeting the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs, within the regular educational programs at the school, and such further subjects as the Principal, in consultation with the School Council, shall consider appropriate. In school districts with language minority student populations, the professional development plan under this section shall specify how the plan will address the need for training and skills in second language acquisition and in working with culturally and linguistically diverse student populations. Each school improvement plan shall be submitted to the School Committee within thirty days of said School Committee receiving said school improvement plan, the plan shall be deemed to have been approved.

Nothing contained in this section shall prevent the School Committee from granting a School Council additional authority in the area of educational policy; provided, however, that School Councils shall have no authority over matters which are subject to Chapter 150E of the General Laws. Added by St. 1993, c. 71, s.53.

Y. STUDENT COUNCIL

The Student Council is an organization through which the student may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The Council tries to promote leadership, initiative, and self-control among its members. Representatives from each class (grades 7-12) will be elected in the month of September.

III. ADMINISTRATION

A. MEDICATION POLICY

Policies have been put into place to ensure the health and safety of children needing medication during the school day. The Massachusetts Department of Health requires that the following information must be on file in the child's school health record before any medication is given at school.

Signed Medication Order-

A Permission Form for Prescribed Medications must be completed by the child's licensed health care provider.

Signed Consent by the Parent/Guardian

Found on the *Permission Form for Prescribed Medications* and on the *School Registration Form*.

The parent, or an adult designated by the parent, must deliver the medication directly to the school nurse. All medication (pills, liquids, inhalers, and over-the-counter medications) must be delivered in their original pharmacy/manufacturer-labeled container.

If your child has an inhaler for asthma or an Epi-pen for a serious allergic reaction, the school nurse can authorize the student to carry and self-administer this medication. It is important that you notify the school nurse of these conditions and that the appropriate paperwork is completed.

All students needing to take Tylenol, Advil, or other over-the-counter medications during the school day must bring in their own supply (no aspirin containing products, please) to be kept in the health office. Neither of these medications will be dispensed unless the student has his/her own supply. Parental permission must also be documented by a parental signature on the medication portion of the school emergency card). Generic substitutes are acceptable. These medications must also be brought to the nurse in their original container.

If you need more detailed information or have any questions, please contact the school nurse.

B. LIFE THREATENING ALLERGIES

It is the Quaboag Regional School System's intention to provide a safe learning environment and well being for all children without discrimination or isolation of any child. If your student has a life threatening allergy, please notify your student's Principal and school nurse immediately so that the risk of exposure can be minimized. Exposure to the offending allergen(s) can cause life threatening reactions in these students and require immediate medical intervention. Therefore, the Principal, in conjunction with the school nurse, will set age-appropriate guidelines that minimize the risk of exposure to offending allergens and will designate precautionary procedures regarding known allergens.

C. ATTENDANCE POLICY

School attendance is vital to the academic success of any student. All students are expected to be on time to school and attend all of their classes. Regular attendance enhances learning by exposing students to a greater amount of academic content, instruction, and time to apply new concepts and skills. Because absences disrupt the continuity of this learning process, students who frequently miss classes have difficulty deriving maximum benefit from their schooling. Once lost, the advantages of regular classroom instruction and participation in learning activities are difficult to replace.

It is imperative that parents/guardians require their children to attend school each and every day. If poor attendance habits are not addressed during these very important years, changing them can be difficult and can affect a student's ability to be successful in the years to come.

ATTENDANCE RECORDING

Attendance is taken during the first block of the day by 7:45 a.m. and at the start of every class period. Student absences will be registered on the attendance roster. Students' daily attendance records are provided to parents on each report card of every marking term. Parents should check this information carefully. If there is a discrepancy, parents should contact the main office.

ABSENCES

It is the responsibility of the parent or guardian to call the school when their child will not be in attendance. This is necessary in order to prevent truancy without the knowledge of the parent. The school will receive phone calls any time after 7:30 a.m. The telephone number of the school is (413) 436-5991 or (413) 436-5992.

Upon a student's return to school, he or she must bring a note signed by his or her parent/guardian explaining the reason for the absence. In order for an absence to be verified, the note must indicate the date(s) of absence, reason for absence, student's name and grade. Failure to submit a note will result in an unexcused absence and will be documented on the student's records. There can be no appeal of absences when documentation is not submitted upon a student's return.

Students who transfer to Quaboag Regional after the start of the school year will have their attendance record transferred and held in accordance with the established attendance policy. Any student who transfers from one course to another, the total accumulation of absences in the former course will be transferred into the new course.

EXCUSED ABSENCES

- Absences due to a death in the family.
- Doctor/dentist appointments - provided the doctor/dentist writes a note indicating when the student's appointment actually occurred. The note written by the doctor/dentist indicating the day(s) in question must be submitted to the main office secretary upon the student's return to school.
- Court Appearances (with documentation)
- School sponsored activities such as field trips, college interviews, job interviews, and armed service interviews previously approved by the administration and verified by the college, employer or military, on stationery with appropriate letterhead.
- Excused absence for the observance of religious holidays.

CREDIT LOSS DUE TO ABSENCE

Any student who accumulates eighteen (18) or more absences in a year-long course or nine (9) or more absences during a semester-long course will not receive credit for that course. Although a student may earn a grade, the credit will not count towards fulfillment of their graduation requirements.

ATTENDANCE REVIEW COMMITTEE

The Attendance Review Committee is composed of the Assistant Principal and members of the faculty to conduct evaluations of student attendance records.

When a student has recorded an excessive number of absences, the Attendance Review Committee will send a letter to his or her parent/guardian informing them that their student's attendance record is currently under review. A meeting may be scheduled with the student and parent/guardian to determine what actions need to be taken to insure good attendance and academic success.

When a student has exceeded the maximum number of absences allowed, a letter will be sent to their parent/guardian informing them that a loss of credit(s) has been achieved.

APPEALS PROCESS FOR LOSS OF CREDIT

An appeal must be initiated by written request by the parent/guardian of a student, or by the student (if 18 years of age or older). The written appeal must be initiated within five school days from the time that the student is notified of their failure to comply with the attendance policy. The written appeal should include, but may not be limited to, the unusual circumstances that warrant such an appeal. The appeal should be addressed to the Assistant Principal of Quaboag Regional Middle/High School.

The Attendance Review Committee consisting of the assistant principal, a guidance counselor, one department head and two faculty members will conduct reviews of the appeal. The following process will occur:

- The Review Committee will meet with the student and their parents/guardians and review the circumstances

of the absences in order to render a decision.

- Each decision will be made within five (5) school days, and a written decision will be forwarded to the student and their parent(s)/guardian.
- If the decision rendered by the Attendance Review Committee is unsatisfactory to the student and his or her parent(s)/guardian, an appeal may be made in writing within five (5) school days to the principal.
- In the event that the student and their parent(s)/guardian are not satisfied with the decision of the Attendance Review Committee or the building principal, they then may appeal within five (5) school days of receiving the decision to the Superintendent of Schools.

TARDINESS

Students accruing more than two unexcused tardies per semester will receive an office detention for every subsequent tardy. See excused absences for more information.

Tardiness/dismissals are subject to the same criteria established for absences i.e. students that miss a class due to a tardy/dismissal will have it count as a class absence toward the maximum limit. For every three times that a student is tardy it will be recorded as an absence on their attendance record.

DISMISSALS

Students and parents should make every effort to avoid dismissals during the school day. All students, regardless of age, cannot sign out without one of the following:

- A note from home indicating the time and reason for dismissal, as well as a phone number where a parent may be reached. This note must be signed by the parent.
- A parent or guardian phone call.
- A parent, guardian, or designated adult person coming into the office to dismiss the student in person.

If a student has a car and will be driving him/herself, this must be indicated in the note or through the phone call with the parent/guardian. A student will not be allowed to ride with another student unless previously approved by the administration and parent/guardian.

If a student is to participate in an after-school function, sport, sports practice, and/or school-sanctioned or school-sponsored activity, he/she should not be dismissed from school. Tardy students must be in school by 11:06 a.m. in order to participate in activities. Any deviation from this policy should be discussed either with the principal or assistant principal. Any student deliberately violating these standards will be subject to disciplinary action. Classes missed because of dismissal from school will count as absences.

All dismissal notes must be turned in to the office before the start of the school day. Notes must contain parent's signature and phone number where a parent may be reached. Students who become ill after arriving at school may be dismissed after consultation with the school nurse or administration. Any classes missed due to illness will be counted as excused absences.

Students are not to call home on a cell phone to get dismissed when they are feeling ill. Rather, they are to report to the nurse who, if necessary, will call the student's parent(s) / guardian(s) to arrange for dismissal.

TRUANCY & UNEXCUSED ABSENCES FROM CLASSES

An unexcused absence from a class, study, or activity will be considered skipping and will be dealt with according to the discipline chart. Truancy from school will result in suspension and, when appropriate, court involvement.

D. PHYSICAL EDUCATION EXCUSE

Any student who for health reasons must be excused from physical education class for a day or period of time must present to the teacher a note from the nurse or parent. After one day, a note should be obtained from the nurse or a doctor. Physical education is a class that students take for credit. Full participation is expected in this class on a daily basis. A change of clothing is necessary for gym class.

E. PUBLICATION RELEASE

There are many opportunities for Quaboag Regional Middle/High School to display various aspects of our school community to the public through school newsletters, video productions, school web pages, etc. Some of these publications may include the photographs and/or names of students.

If you do not want your child's photograph or name to be used in any of these publications, please complete and return the *Publication Release* form (available in the packet of forms your student will receive on the first day of school) or send a letter to the Principal's office indicating your wishes. Please be sure to include your child's name and grade.

F. CORI INFORMATION

M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective employees and volunteers who may have direct and unmonitored contact with children, including chaperones. A CORI check must be obtained at least every two years during an individual's term of employment or service. This form is available from the school office. Because CORI forms may take several days to process, please allow sufficient time when planning to volunteer at a school event.

G. SCHOOL DELAY OR CANCELLATION

The Quaboag Regional Public School District's *ConnectEd* System will automatically contact you by telephone in the event of a delay or cancellation. (Please call QRMHS guidance to change your number in the event of a move). Information about delays/cancellations can also be found on the following radio or television stations:

Radio

WHYN (56 AM, 93 FM) Springfield
WTAG (580 AM) Worcester
WSRS (96.1 FM) Worcester
WXLO (104.5 FM) Worcester
WESO (970 AM) Southbridge

TV

WBZ-TV (Channel 4) Boston
WCVB-TV (Channel 5) Boston
WHDH-TV (Channel 7) Boston
WWLP-TV (Channel 22) Springfield

H. LOST AND FOUND

Articles found are to be turned in at the main office. Students should check with the main office for lost articles and claim the same by proper identification.

I. LOCKERS

Lockers are assigned to students for their books and clothing. The school is not responsible for safeguarding the contents of student lockers. The administration reserves the right to search all lockers for reasonable cause. Students are not permitted to visit their lockers without a pass for any reason except before and after school and before and after lunch. Students must store all books, bags, gym bags, and outerwear (coats, jackets, and hats) in their lockers during the school day.

J. CELL PHONES

Cell phones are not to be seen, heard, or viewed during school hours (including but not limited to voice conversations, downloading music or other files, text messaging, or for taking pictures). Please also note consequences for cell phone usage as outlined in the discipline chart.

K. FOOD AND DRINK

Candy, food, and drinks are to be consumed in the cafeteria only. Students may carry a water bottle to class only if they have a water pass from the school nurse.

L. PARENT DROP-OFF AND PICK-UP

Parents who drive their children to school should drop them off and pick them up at the designated green drop off zone just past the cafeteria entrance at the rear of the school. Please do not to block the driveway where buses load and unload students. This creates safety hazards and unnecessary delays. Thank you!

M. BOOKS AND EQUIPMENT

The equipment students use while in school is the property of the Quaboag Regional School District. Each student is responsible for all books issued to him/her. All books issued to students must be covered. If an item issued is misplaced, stolen, or damaged, the student is required to pay for the item's replacement.

N. LOITERING

Loitering in or near school grounds, before or after school, is prohibited.

O. LEAVING SCHOOL GROUNDS

No pupil shall be allowed to leave the school grounds during school hours without permission of the principal or assistant principal. No pupil shall be released into the custody of any person not known or identified by the administration/teacher as a parent or representative of the family. No student under 18 shall be released on his/her own recognizance. See discipline chart.

P. ILLNESS IN SCHOOL

Students who are ill should report to the nurse after obtaining a medical pass from their teacher. If the nurse is not available, students should report to the principal's office. Students are not to call home on a cell phone to get dismissed. They are to report to the nurse, and the nurse – if she deems it to be necessary – will call the student's parent(s)/guardian(s) to recommend that the student be dismissed.

Q. FIRE DRILLS

The law requires that fire drills be held at regular intervals, since they are an important safety precaution. It is essential that when the fire alarm sounds, students and staff leave the building as quickly as possible by the prescribed route. Corridor exits are clearly marked. Students and teachers are to remain at their designated areas outside until the signal is given to re-enter the school by the principal or assistant principal.

R. STUDENT CONDUCT

Disrespect

Disrespectful attitude or language to teachers and students will result in the assigning of office detentions or suspension from school, as determined by the administration. Students are required to act courteously and respectfully during assemblies. Failure to do so will meet with removal from the assembly and disciplinary measures.

Cafeteria Conduct

1. Wait your turn / no cutting
2. Pay for what you take
3. Be respectful of other students or teachers
4. Talk quietly using appropriate language
5. No throwing of food under any circumstances
6. Clean up after yourself

7. Food/drink is not to leave the cafeteria -- food/drink is not allowed in class.
8. Return to class on time

Classroom Conduct

1. Dress appropriately / in accordance with the dress code
2. Be respectful of other students or teachers
3. Use appropriate language
4. Follow all reasonable requests
5. Take care of materials and equipment
6. Be on time and prepared for class
7. Clean up after yourself
8. No food or drink in classroom (water only with a pass from the nurse)
9. No cell phones

Corridor Conduct

1. No personal displays affection
2. Be respectful of other students or teachers
3. Use appropriate language
4. Respect and keep property clean
5. No loitering in the hallway
6. Have written permission to be out of class
7. Pick up trash even if it is not yours
8. Be courteous

Bathroom Conduct

1. Wait your turn
2. Be respectful of other students and teachers
3. Sign in and sign out legibly
4. Respect and keep property clean
5. Return to class on time
6. Follow tobacco free expectations
7. Report any problems to the teacher

Bus Conduct

All bus students will be dropped off in the parking lot to the right when entering school grounds. Students in grades 7-12 will enter through the main entrance and proceed to their cafeterias. Buses will pick students up at the same place.

Students should be aware that to ensure the safety of all passengers, conduct on the bus should be the same as appropriate classroom conduct and the driver should receive the same respect and courtesy due a teacher. Pupils reported for misconduct will be dealt with as follows:

First infraction – Parent(s) will be contacted. Discipline may result in temporary loss of bus privileges.

Second infraction - Temporary loss of bus privileges.

Third infraction - Loss of bus privileges.

Loading and Unloading

Riders must be on time; the bus will not wait.

Riders must enter or leave the bus at regular stops only.

Riders must behave in an orderly manner and show respect for private property.

Riders must follow the instructions of the driver when entering or leaving the bus.

Required Conduct Aboard the Bus

Riders must remain seated when the bus is in motion. Whistling, shouting, and singing are not permitted. Smoking is prohibited. The following disturbances are prohibited:

- Pushing or wrestling
- Annoying other passengers in any manner
- Talking to the driver in an annoying manner
- Throwing objects in the bus or out of windows
- Climbing over seats
- Opening or closing windows unnecessarily
- Leaning out of windows (keep hands and arms inside the bus at all times)
- Littering the bus

Students who wish to ride another student's bus must present a note from their parents to the main office in the morning that explains the reason and whose bus they will be riding on

Students will be held responsible for defacing or damaging any part of the bus.

S. STUDENT PARKING INFORMATION

Permission for students to drive a vehicle to Quaboag Regional Middle/High School is conditional upon the complete adherence to all school rules and regulations. A student's parking privileges will be revoked if the administration determines that a student has violated the rules and regulations of Quaboag Regional Middle/High School. In addition, a student's parking privileges will be revoked if the administration determines that a student has violated state, local, or town laws or ordinances on school property. Any member of the Quaboag Regional School District administration may revoke a parking permit. There will be no expectation of privacy relative to vehicles parked on school property.

All drivers are subject to the laws of the State of Massachusetts Department of Motor Vehicle Registry. Violators of State law will be reported to the local authorities. The following rules / regulations pertain specifically to students driving motor vehicles to school:

1. All students using a vehicle as transportation to school must register that vehicle with the administration, pay a \$50.00 fee, and obtain a parking permit. Please make checks payable to "Quaboag Regional School District."
2. All student drivers must display their parking permit from the rear passenger-side window of their vehicle. Only students with a parking permit from Quaboag Regional Middle/High School are allowed to park in the student lot.
3. All students must abide by all state, local, and town laws or ordinances on school property.
4. All vehicles must have a valid state registration and inspection sticker.
5. Student vehicles may be subject to search by the administration if reasonable grounds exist to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
6. No vehicle shall interfere with school bus transportation. School buses have the right of way at all times on school property.
7. Student drivers must yield to pedestrians.
8. Student drivers must drive in a mature and responsible manner. Students are prohibited from speeding, driving recklessly, racing engines, squealing tires, and driving around the school.
9. Student drivers may park only in the school's student lot and enter school by the student entrance doors.
10. Students are not permitted to loiter in the school parking lot at any time. Students are to exit their vehicles and enter the school promptly upon arrival to school.
11. The entire parking lot and student vehicles in particular are off limits during school hours (or from the time the student arrives to the time the student leaves school) unless the administration grants permission.
12. Quaboag Regional Middle/High School and the Quaboag Regional School District are not responsible for student vehicles or their contents.

13. In accordance to Massachusetts law, all students must wear their seatbelts.
14. Quaboag Regional Middle/High School reserves the right to tow vehicles at the owner's expense.
15. Student drivers are not to cause an annoyance to citizens of the community as a direct result of driving a vehicle to and from school.

Any violations of the above regulations will result in the loss of motor vehicle privilege either temporarily or for the remainder of the school year, depending on the circumstances specific to the violation. The administration reserves the right to waive progressive discipline.

T. DRESS CODE

Students should dress appropriately at all times. The Quaboag Regional Middle/High School dress code is based on the principles of safety, hygiene, and generally accepted standards of propriety. Consistent with the school district's sexual harassment and anti-discrimination policies, the dress code was developed to protect the welfare of all students while they are attending school.

Dresses, skirts, and shorts must be no shorter than six inches above the kneecap.

Dresses, blouses and tops can be sleeveless, as long as the strap is at least 3" wide.

Leggings, spandex, tights, etc. may not be worn as primary garments.

UNACCEPTABLE DRESS / ATTIRE

- spaghetti, halter, and similar-style straps on dresses, blouses, or tops
- tops that show the midriff
- low cut blouses
- mini skirts or mini dresses (shorter than 6" above knee cap)
- backless shirts
- short-shorts
- hats or bandannas
- low riding pants
- chains, fused rings etc.
- footwear must be worn at all times; it is recommended that students not wear sandals or flip-flops
- Clothing, jewelry, backpacks and personal items which refer to sexual activity or that bear offensive, vulgar, obscene, or racist words or pictures, or advertise / advocate the use of tobacco, drugs, or alcohol may not be worn.
- This list is NOT all-inclusive. Any clothing or personal item that, in the judgment of the administration, interferes with or disrupts the educational process will not be allowed.

On first occurrence of a violation the student will be asked to change his/her clothes. If a change of clothing is not available at school, a parent will be called to bring in clothes. Refusal to change or subsequent occurrences will be considered insubordination and subject to disciplinary action.

IV. SOCIAL

A. SCHOOL SPONSORED ACTIVITIES

All school rules apply at any school-sponsored student activity - whether on or off campus – for the duration of the activity. Penalties are outlined in the discipline chart.

B. PARTICIPATION IN ACTIVITIES AFTER ABSENCE OR DURING SUSPENSION

Students will not be allowed to participate in or be in attendance at an extracurricular event on the same day they are absent from school unless the absence has been excused in advance by the principal or assistant principal. This applies particularly to dances and athletic events. Students who have been suspended from school are required to stay off school grounds until they are allowed by the principal or assistant principal to return.

C. ELIGIBILITY FOR ACTIVITIES, CLUBS, AND NON-ATHLETIC SCHOOL ORGANIZATIONS

- Please refer to Section V: Athletics for information regarding athletic eligibility.
- Disciplinary action will be taken by coaches, advisors, supervisors, directors, etc. for inappropriate behavior, up to and including removal from a team, club, or extracurricular activity.
- Students will not be allowed to participate in field trips of any kind if they have been given an excessive number of classroom or office detentions, if they habitually fail to serve their detentions, if they continually cause classroom disturbances, or if they have been suspended an excessive number of times.

In order for a student to participate in special class events, such as the Jr./Sr. Prom and senior week activities, he/she should be a member in good standing in the class (i.e. dues paid) and have the potential to meet the minimum credits needed for their class standing.

D. SCHOOL DANCES

No seventh or eighth grade students are permitted to attend high school dances/proms. High school students are not permitted to attend dances/activities planned for younger students. The dress code is the same as that for school unless otherwise noted.

Students absent from school during the day of a dance (other than an absence excused by the administration) may not attend the dance in the evening.

School dances are not open to the public. School dances are intended for students in grades 9-12 enrolled at Quaboag Regional only, with the exception of special dances such as the Sr. Dinner Dance, and Jr.-Prom when guests may be invited. Invited guests must submit an approved guest verification form before the dance. Guests must be enrolled in High School (grades 9-12) and in good standing to attend. Guests who are no longer enrolled in High School may not attend unless they have obtained special written permission from the QRMHS administration.

Absolutely no guests 21 years of age or older will be permitted to attend any Quaboag Regional Middle/High School dances.

Students will not be allowed entrance into the dance after the 45 minutes unless prior permission has been granted. If anyone leaves the building at any time without permission of the person in charge, he/she must leave the premises and will not be allowed to return.

There will be no slam-dancing, moshing, or other dancing that could be considered by the chaperones as having the potential to cause an injury. Students who do not cooperate with this rule will be sent home, their parents will be notified, and their eligibility to attend future dances may be suspended. Students are not allowed in the academic or administrative areas during any dance.

Possession or consumption of alcohol or drugs at any school activity—either on or off of school property—is a violation of Massachusetts State Law and the QRMHS drug/alcohol policy. Students under the influence at a school activity—either on or off school property—are in violation of the QRMHS drug/alcohol policy.

E. FIELD TRIPS

From time to time, students will be afforded the opportunity to attend school-sponsored field trips as part of their educational experience. Teachers notify parents / guardians of all details relating to a field trip and obtain parental / guardian consent beforehand. Students will not be permitted to attend any field trips without written consent from their parents / guardians. In some cases, parents / students may be required to sign a release of liability agreement before students may attend particular field trips.

F. POSTERS

All posters must be approved in advance by the administration and must be removed when no longer applicable.

V. ATHLETICS

A. ATHLETIC PROGRAM

The athletic program is part of the educational structure at Quaboag Regional Middle/High School. Each student has the opportunity to participate but also has the obligation to fulfill certain requirements. These requirements are not intended to discriminate against any students, but rather are necessary to protect the school, the athletic program and, most important, foster the development of responsible, educated adults.

B. MIAA GOVERNANCE

Quaboag Regional Middle/High School abides by all rules which are in the current MIAA (Massachusetts Interscholastic Athletic Association) Handbook of Regulations ("Blue Book"). Please make special note of the following:

Age Limits

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year. For freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1st of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil's place of birth.

Academic Requirements

To maintain academic eligibility for any middle level, junior varsity, or varsity athletic team, a student may fail no more than one year-long course or its equivalent. Eligibility is determined by quarterly report cards except for fall athletes, whose eligibility is determined by end-of-year grades. Progress reports and summer school courses have no affect on athletic eligibility. Academic eligibility shall be official on the date report cards for the previous term have been issued; i.e., eligibility for the second quarter is determined the day first quarter report cards are issued.

Incomplete grades may not count towards eligibility.

A student who repeats a course for which he or she received previous credit cannot count that subject a second time for eligibility.

A student receiving services under Chapter 766, whose individual education plan is a 502.4 or more restrictive prototype, may be declared academically eligible by the principal, provided that all other eligibility requirements are met.

C. CHEMICAL HEALTH

From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA” or “near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

The minimum penalties are:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. Fractional portions of contests will be dropped when calculating 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. Fractional portions of contests will be dropped when calculating 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The Middle/High School Principal, in collaboration with a Chemical Dependency Program or Treatment Program, must certify that student is attending or issue a certificate of completion. If a student does not complete the program, his/her penalty reverts back to 60% of the season. Fractional portions of contests will be dropped when calculating 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty[ies] during the fall season of the next academic year).

D. STERIOD USE

Anabolic androgenic steroid use at the Middle/High School level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. A recent study indicates that over 3% of Middle/High School seniors have tried steroids in their lifetime (NIDA, 2004). Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most “get-rich-quick” schemes, steroid use has serious short and long term consequences. Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids. The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

E. ATHLETIC REGULATIONS

Athletes must be in school by 11:06 A.M. to play or practice that day.

Athletes must ride to and from events on the team bus, follow bus regulations, and dress according to the policy dictated by the respective coach. Athletes must be in school, and on time, the day following a competition.

Athletes must abide by Quaboag Regional Middle/High School's rules of behavior, the MIAA's requirements for participation, and all team-specific rules and regulations. A student athlete may be suspended or dismissed from participation on a team, resulting in the loss of any individual or team awards, for failure to follow these guidelines.

Athletes are responsible for any equipment or uniforms issued to them. They will have to pay the cost of any article not returned at the end of the season.

The following offenses will be dealt with according to team rules or QRMHS Rules & Regulations:

- Missing or being late for practices or games without prior notification to the coach.
- Disrespect toward a coach or game official.
- Any other actions unbecoming a Quaboag Regional Middle/High School student/athlete that are not covered by the rules of behavior or athletic regulations.

All students are required to have the following before participating in the Quaboag Regional Middle/High School Athletic Program.

F. ATHLETIC USER FEE

Fees will be collected by an athletic department representative and deposited in an athletic fund to be used solely by the athletic department. Fees must be paid in full prior to the first practice of the season. Please make checks payable to *Quaboag Regional High School*.

The fee for all levels of each sport offered during the 09-10 school year is \$50 per student for the year. This fee is subject to change per the QRSD school committee. Families may apply to the Middle/High School Principal or Athletic Director for a waiver of these fees if they believe financial hardship will prevent their student from participating. Waivers will be considered confidentially and on a case by case basis. Any player who fails to make a team will receive full refund.

Any player who is removed from a team for disciplinary or academic reasons or who voluntarily leaves a team after making the roster *is not entitled to a refund*.

Paying a user fee in no way guarantees playing time.

VI. DISCIPLINE

A. AFTER SCHOOL DETENTION

After-school detentions will be handled by teachers at their discretion. Teachers will keep records of after-school detentions they have assigned. Office detentions are assigned by the administration and are one hour in length. The Assistant Principal schedules office detentions. If a student is absent on the day of an assigned detention, he/she is expected to serve detention the next day in attendance. Teachers will be free to administer their own detentions even if the office has assigned a detention for the same offense.

B. SUSPENSION

I. Suspensions of Ten Days or Fewer

Suspension will be imposed in cases of serious misconduct or repeated offenses of less serious misconduct. Unless emergency circumstances dictate otherwise, the following procedure will be followed for suspensions of ten days or fewer.

The student will meet with the assistant principal (or in the absence of the assistant principal, with the principal or his/her designee). At that meeting, the student will be told the nature of the charges, and have an opportunity to respond. The assistant principal will make a decision based upon information presented by the student, further investigation if required, and evidence already known to the assistant principal. If the assistant principal determines that a suspension is warranted, he/she will notify the student of the duration of the suspension, and, if the student previously denied the charges, the assistant principal will supply an explanation of the basis of his/her finding.

The school will make every effort to notify parents of the suspension by telephone immediately, and will, in all cases, notify the parents in writing. A student returning from suspension must be accompanied by a parent or guardian, and must meet with the assistant principal or principal prior to re-admission to school.

In most cases, suspensions will be based upon the discipline chart. However, the assistant principal retains discretion to impose a suspension of a different length (longer or shorter), or some other penalty based upon the circumstances of the case.

In all cases, once a student has been assigned to suspension, he/she will not be allowed to take part in or attend any school-related function or activity. This remains in effect until the student has officially returned to school from suspension.

Suspension days will be counted as unexcused absences. Students who are suspended will be given the number of days they are out to make up the work.

II. Suspensions in Excess of Ten Days

For cases involving suspensions in excess of ten days or indefinite suspensions based upon the issuance of a felony criminal complaint, the following procedure will be followed:

The Principal will notify the student in writing of the reasons for a suspension in excess of ten days.

The student will be allowed an informal hearing, as set forth in Section I. for "Suspensions of Ten Days or Fewer," prior to the suspension taking effect except where circumstances make it necessary to impose the suspension prior to such a hearing. (Such circumstances may include, but are not limited to, incarceration of student, refusal of student to attend the hearing, or where the student poses an unreasonable danger to the welfare of the school). In cases involving a felony criminal complaint, the principal may decide to take action without a hearing.

The Principal will issue a prompt written decision setting forth findings on whether the student committed an offense and if so, the penalty awarded. Suspensions will be of a definite duration, except when based upon a pending felony criminal complaint.

The student may appeal the suspension to the superintendent by forwarding a written request for an appeal to the Superintendent within five days of the effective date of the suspension. In the event of an appeal, the student may request a hearing, at which the student will have the right to present evidence and be represented by counsel. The Superintendent will issue a decision within five days of the hearing.

C. EXPULSION

A student may be expelled for unusually serious offenses where the principal determines that the continued presence of the student in school would be detrimental to the welfare of the students, teachers, and administrators in the school.

Massachusetts General Law, c.71, §37H provides for expulsion of students under the following circumstances and after the following procedure:

Any student who is found on school premises or at school-sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

After said hearing, a principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b), provided however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the Principal shall represent that, in his opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual definition of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the principal of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said exclusion.

Expulsions for other reasons, such as conviction of a felony, where the principal determines that the continued presence of the student will have a detrimental effect on the general welfare of the school; cases involving violent conduct; and other cases where expulsion is set forth as a possible remedy under another policy in this handbook, will be handled in accordance with the same procedure set forth above.

A suspension may be extended beyond ten days, during the pendency of an expulsion, by following the hearing procedures above, provided the hearing date set by the written notice of charges is before the expiration of the original suspension or immediately thereafter. If the hearing is postponed upon the request or agreement of the student's parents or attorney, the suspension shall continue, pending the outcome of the hearing, unless the principal or superintendent determines otherwise.

VI. APPENDIX OF FEDERALLY MANDATED PROGRAMS

HEARING OFFICERS / CONTACT INFORMATION

The following staff members are hearing officers in charge of mandated programs.

504 Coordinator	Aline Marquis	436-5991
Title IX	Gregory Myers	436-5991
Title VI	Dr. Elizabeth Zielinski	436-9256
Special Education/ Student Services	Dr. Elizabeth Zielinski	436-9256

The Quaboag Regional School System does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Quaboag Regional School System also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Compliance coordinator, Dr. Elizabeth Zielinski at 436-9256.

Massachusetts Bureau of Special Education Appeals
(781)338-6407

Office of Civil Rights, Region I
U.S. Department of Education
John W. McCormick, POCH
Room 222
Boston, MA 02189-4557

STUDENT RECORDS

The following is a brief summary of regulations governing student records:

A student's record consists of his or her school transcript and temporary record. The temporary record includes all information which is organized on the basis of the student's name, is relevant to the educational needs of the student (including special education files when applicable), and is kept by the school. A student's parent or guardian or an eligible student (who is at least 14 years old or has entered the ninth grade), has the right to inspect all portions of the student's record upon request to the school Principal. The record must be made available to the parent, guardian, or eligible student not later than ten consecutive workdays after the request is made, unless the parent or guardian or eligible student consents to a delay. The parent, guardian, or eligible student may request copies of any part of the record. A fee may be charged for the cost of copying. Non-custodial parent access is governed by State Regulation 603 CMR 23.07 (5).

Confidentiality of Records

No individual or organization other than the parent, guardian, eligible student, or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent, guardian, or eligible student except in limited instances as specified by federal and state statutes and regulations governing student records.

Amendment or Deletion of Records

The parent, guardian, or eligible student has the right to add relevant comments, information, or other written material to the student's record. In addition, the parent, guardian, or eligible student has the right to request that information contained in the record be amended or deleted except for information inserted in the record by a Team evaluation. The parent, guardian, or eligible student has a right to a conference with the school principal for the purpose of objecting to information contained in the record. Within a week after such conference, the principal must render a decision in writing on the objection. If the parent, guardian or eligible student is not satisfied with the principal's decision, her or she may appeal such decision to the school Superintendent and ultimately, to the School Committee.

Destruction of Records

A student's temporary record shall be destroyed no earlier than seven years after the student leaves the school system. A student's transcript may be destroyed no sooner than 60 years after the student leaves the school system. A school principal or his or her designee may destroy misleading, outdated or irrelevant information contained in the temporary record during the time the student is enrolled in the school system, provided the parent, guardian or eligible student has been notified in writing and given the opportunity to inspect and copy any of the information prior to its destruction.

Policy on Release of Student Record Information

Pursuant to the federal and state regulations governing student records, Quaboag Regional Public Schools may release certain information concerning *your child/you* to third parties without first obtaining your consent unless you notify Quaboag Regional Public Schools in writing that you do not want such information to be released. "Third Parties" are defined in these regulations to be "...any person, private or public agency...or organization other than the eligible student, his/her parent, or authorized school personnel." 603, CMR 23.02. For example, third parties to whom Quaboag Regional Public Schools may release student record information would include PTOs, the Quaboag Regional Schools Foundation, and newspapers which report on student activities, etc.

The information that may be released is limited to the following:

Student's name, address, telephone listing, date and place of birth, Major field 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, and post-Middle/High School plans.

Students fourteen (14) years of age or older or who have entered the ninth (9) grade are entitled to receive this notification regarding the release of student record information. If you do not want this information concerning your child/yourself to be released without your consent, please send written notification to the office of your school principal no later than Friday, September 26, 2008. You will be asked to review this policy annually.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Quaboag Regional Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible PPRA students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

Protected Information Survey Areas

1. political affiliations or beliefs of student or student’s parent;
2. mental or psychological problems of the student or student’s family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parent; or
8. income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. other protected information survey, regardless of funding;
2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. protected information surveys of students;
2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
3. instructional material used as part of educational curriculum.

Quaboag Regional has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Quaboag Regional will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Quaboag Regional will also directly notify parents and eligible students, (such as) through either the U.S. Postal Service or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
(Information from the U.S. Department of Education)

PPRA NOTICE AND CONSENT / OPT-OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Section 1232h, requires that the Quaboag Regional Public Schools notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. political affiliations or beliefs of student or student’s parent
2. mental / psychological problems of student or student’s family
3. sexual behavior or attitudes
4. illegal, anti-social, self-incriminating, or demeaning behavior
5. critical appraisals of others with whom respondents have close family relationships
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. religious practices, affiliations, or beliefs of student or parents
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. You will be sent notification prior to any of these activities. (Information from the U.S. Department of Education)

NOTIFICATION OF A PARENT’S RIGHT TO KNOW TEACHER QUALIFICATIONS

The No Child Left Behind Act (NCLB) allows parents or guardians to request information about the professional qualifications of their child’s classroom teachers. The parent/guardian will be provided with the following information on request:

- whether the teacher has met state certification or licensing requirements for the classes being taught by the teacher;
- the teacher’s degree major and other graduate degrees or certifications held by the teacher identified by field or discipline; and
- whether the child is receiving services from paraprofessionals, and if so, their qualifications.

Parents/guardians can request this information from the school principal.

STUDENT SUPPORT SERVICES: SPECIAL EDUCATION

In Massachusetts, the special education system is based on federal special education law and the Individuals with Disabilities Education Improvement Act (IDEA, 2004 CFR 300) in concert with the state special education law (MGL c. 71B 603 CMR 28.00). These laws protect students with disabilities who are eligible for special education and guarantees them an Individual Education Program (IEP) to meet their unique needs. The Quaboag Regional School District provides a full continuum of special education services for students with disabilities ages 3-22 (without a Middle/High School diploma) who have been found eligible for special education.

Referral to Special Education

When a parent or professional identifies a child as possibly needing special education and related services a referral is made to begin the special education evaluation process. The evaluation process adheres to specific timelines enumerated in the aforementioned regulations.

Evaluation Process

The evaluation process' data drives eligibility determination. Parental consent is required for trained specialists to complete these evaluations. Parents have a right to the assessment reports two days before the Team meeting.

The Team Meeting

The Team, which consists of parents, special educators, regular educators, the Special Education Coordinator, related service providers, an individual who can interpret the instructional implications of the evaluation results, and the student (where appropriate) meets to decide eligibility, IEP services, and placement.

Eligibility requires a response to the following questions:

Does the child have a disability? If so, what type?

Does this child's disability result in an inability to make effective school progress?

Does the child require specialized instruction to make effective progress or require related services to access the general curriculum?

Disabilities for Eligibility include:

Autism	Developmental Delay	Intellectual Impairment
Sensory Impairment	Neurological Impairment	Emotional Impairment
Communication Impairment	Physical Impairment	Health Impairment
Specific Learning Disability		

Services and placement are decided by the student's educational Team. Students individual needs drive these decisions and are reflected in the development of an Individual Education Program (IEP).

For further information relative to special education procedures, please feel free to contact your child's principal or the Special Education Office at 508 476-4035.

STUDENT DISCIPLINE CHART

OFFENSE	FIRST OCCURRENCE	SECOND OCCURRENCE	THIRD OCCURRENCE
Cell phone usage during the school day	Cell phone held in office -and- Warning	Parent/guardian will be called to pick up phone	2 Office Detentions -and- Parent/guardian called to get phone
Assault	1 – 3 Day Suspension Police Involvement	3 – 5 Day Suspension Police Involvement	5 – 7 Day Suspension Police Involvement
Profanity --- Profanity Directed Towards Adult	2 Office Detentions --- 3 Day Suspension	1 Day Suspension --- 5 Day Suspension	3 Day Suspension --- 7 day suspension
Blatant Disrespect / Opposition to Authority	3 Day Suspension	5 Day Suspension	7 Day Suspension
Vandalism; Breaking or Defacing of School Property	1 Day Suspension Financial Restitution and Court Prosecution at Administrative Discretion at each Occurrence	2 Day Suspension Financial Restitution and Court Prosecution at Administrative Discretion at each Occurrence	3 Day Suspension Financial Restitution and Court Prosecution at Administrative Discretion at each Occurrence
Fighting	3 Day Suspension	5 Day Suspension	7 Day Suspension
Stealing	Up to 5 Days Suspension, Financial Restitution, Police Involvement		
Presence in an Unauthorized Area	1 Day Suspension	2 Day Suspension	3 Day Suspension
Alcohol (Use or Possession)	Refer to Drug/Alcohol Policy, Section I. - N.		
Drugs (Use or Possession)	Refer to Drug/Alcohol Policy, Section I. – N.		
Skipping: A Class --- A Teacher Detention --- An Office Detention	1 Day Suspension --- 2 Office Detentions --- 2 Office Detentions	2 Day Suspension --- Administrative Decision --- 3 Office Detentions	5 Day Suspension --- Administrative Decision --- 1 Day Suspension
Tardiness to School (Unexcused)	1 st Warning	2 nd Warning	3 rd Offense and Each Offense Thereafter – 2 Office Detentions
Truancy	1 Day Suspension -or- 6 Hours of Community Service	2 Day Suspension -or- 12 Hours of Community Service	3 Day Suspension or 15 Hours of Community Service & CHINS Filed
Disruptive Behavior	Conference with Administrator & 2 Office Detentions	1 Day Suspension	2 Day Suspension
Smoking	1 Day Suspension / Smoking Cessation Program	2 Day Suspension & Parent Conference with Administration	3 Day Suspension
Weapons	Refer to Weapons Policy, Section I. - F.		
Violation of Acceptable Use Policy	Consequences determined by administration, refer to Acceptable Use Policy, Section II. – C.		
Leaving School Grounds	1 Day suspension	2 Day Suspension	3 Day Suspension
Harassment	Consequences determined by the administration, refer to harassment policy, Section I. – K.		
Unauthorized Recording / Videotaping on School Grounds	Consequences to be determined by the administration.		
The Administration has the right to modify the above discipline code if deemed necessary. In addition, the principal or his / her designee reserves the right to waive progressive discipline.			

QRMHS Daily Schedule

2009-2010

Warning Bells	7:35	7:37
First Period	7:40	8:23
Extended Block	8:26	9:44
Third Period	9:47	10:30
Fourth Period	10:33	11:16
Fifth Period	11:19	12:41
	1st Lunch	11:19 11:43
	2nd Lunch	11:45 12:12
	3rd Lunch	12:14 12:41
Sixth Period	12:44	1:27
Seventh Period	1:30	2:13

Half Day Bell Schedule
2009-2010

Warning Bells	7:35	7:37
A Block	7:40	8:07
B Block	8:10	8:37
C Block	8:40	9:07
D Block	9:10	9:37
E Block	9:40	10:07
F Block	10:10	10:37
G Block	10:40	11:06
		Dismissal

Delayed Opening Bell Schedule

2009-2010

Warning Bell	9:35	9:37
A Block	9:40	10:09
B Block	10:12	10:41
C Block	10:44	11:13
D Block	11:16	12:38
	1st Lunch	11:16 11:43
	2nd Lunch	11:45 12:12
	3rd Lunch	12:14 12:38
E Block	12:41	1:10
F Block	1:13	1:42
G Block	1:45	2:13
		Dismissal

Seven-Day Schedule Rotation
2009-2010

Day 1	A – B – C – D – E (lunch) – F – G
Day 2	B – C – D – E – F (lunch) – G – A
Day 3	C – D – E – F – G (lunch) – A – B
Day 4	D – E – F – G – A (lunch) – B – C
Day 5	E – F – G – A – B (lunch) – C – D
Day 6	F – G – A – B – C (lunch) – D – E
Day 7	G – A – B – C – D (lunch) – E – F