Glenwood Elementary School Student Handbook

2026-2027

65 Glenwood Rd
Rutland MA, 01543
508-886-0399
https://glenwood.wrsd.net

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

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

Arabic / العربية
اذا كنت بحاجة الى هذه المواد المترجمة، يرجى الاتصال بالمكتب الرئيسي للمدرسة طفلك.

Chinese / 汉语
如果您需要翻译这些材料，请联系您孩子学校的主要办公室。

French / français
Si vous avez besoin de traduire ces documents, veuillez communiquer avec le bureau principal de l'école de votre enfant.

German / Deutsch
Wenn Sie diese Materialien benötigen, wenden Sie sich bitte an das Hauptbüro der Schule Ihres Kindes.

Greek / ελληνικά
Αν χρειάζεστε αυτά τα υλικά μεταφραστεί, παρακαλούμε επικοινωνήστε με το κεντρικό γραφείο του σχολείου του παιδιού σας.

Hindi / हिंदी
आप इन सामग्रियों अनुवाद की जरूरत है, अपने बच्चे के स्कूल के मुख्य कार्यालय से संपर्क करें।

Italian / italiano
Se avete bisogno di questi materiali tradotti, si prega di contattare la sede della scuola di vostro figlio.

Japanese / 日本語
これらの資料を翻訳する必要がある場合は、お子様の学校の本店にお問い合わせください。

Korean / 한국어
이러한 자료가 번역되어 필요하면 자녀 학교의 본사에 연락하십시오.

Polish / Polskie
Jeśli potrzebujesz tych materiałów przetłumaczone, skontaktuj się z głównym biurem w szkole Twojego dziecka.

Portuguese / português
Se você precisar traduzir esses materiais, entre em contato com o escritório principal da escola de seu filho.

Russian / русский
Если вам нужны эти материалы переведены, пожалуйста, обращайтесь в главный офис школы вашего ребенка.

Spanish / Español
Si necesita traducir estos materiales, comuníquese con la oficina principal de la escuela de su hijo.

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Glenwood Vision and Mission Statement

Glenwood is a safe, supportive, and inspiring learning community where our students grow to be creative and independent thinkers, compassionate and kind individuals, responsible and empowered citizens, and curious life-long learners.

Operating Hours

School Hours

School Office Hours: 7:45 AM to 4:15 PM
Arrival: 8:55 - 9:10 AM
Dismissal: 3:30-3:45 PM

Students must be at their seats ready to learn by 9:10. Therefore, students who arrive after 9:08 will be marked tardy and must receive a late pass from the office. A parent must accompany the student into the building to sign them in. For record-keeping purposes, any child who arrives at school after 12:00 will be considered absent.

Supervision of students by staff does not begin until 8:55. Therefore, students must not be left off at school prior to that time unless they are attending the Before School Program.

Dismissal: Students who are to be dismissed during the school day should be picked up by parents at the school office. You will also be asked to sign your child out in the office register. Children WILL NOT be allowed to leave the school with an unscheduled visitor. For record-keeping purposes, if your child is dismissed prior to 12:00 pm, this is considered an absence.

Student Drop Off And Pick Up

At 8:55 am the student drop off procedure begins at the back of the building. At 9:08 am, the back doors are locked, and parents are required to sign students in at the front office. In the afternoon, parent pick-up begins at 3:30 pm. If parents are running late, students will be picked up in the front office.

Parent/School Organizations

Parent Teacher Organization (PTO)

Much support has been provided to the teachers and administration through the Glenwood PTO, a group of parents, teachers, and members of the Rutland community. Support has come in the form of financial aid and time donated by dedicated volunteers. The Glenwood PTO provides financial assistance for enrichment opportunities and additional support toward teachers, classrooms, and our school. Please contact the school office for additional information if interested in becoming a part of this organization or email them at glenwoodpto1@gmail.com.

The Special Education Parent Advisory Council (SEPAC)

SEPAC is a district-wide group of parents and caregivers of special education students. The council meets throughout the year to provide information and support to each other. SEPAC leaders also meet periodically with district administrators and provide regular reports to the school committee. All parents, guardians, and community members interested in special education are encouraged to attend monthly meetings & events.

The English Learner Parent Advisory Council (ELPAC)

ELPAC is a collaborative group within the WRSD that supports the needs of the Multilingual Learner students and their families. The ELPAC is open to all MLs, community members, and educators. The group meets regularly throughout the school year. Families share their experiences, build community, learn about EL programs in schools, and offer feedback to improve student learning.

Academics

Time on Learning

The Wachusett Regional School District is committed to providing every student with high-quality, equitable instructional time. Teachers design lessons that maximize active learning within the school day, consistent with the Massachusetts Department of Elementary and Secondary Education (DESE) guidelines for minimum instructional hours.

Homework

Homework serves to reinforce classroom learning, build responsibility, and develop independent study skills. Homework is not required for learning. The amount of homework is determined by the teacher but will not exceed the requirements below:

- Frequency and Length:
    - Grades K–2: As needed to practice foundational skills and foster reading habits
    - Grades 3–5: Approximately 30–50 minutes per night
    - Grades 6–8: Approximately 60–80 minutes per night, increasing by grade level
- Student Responsibility: Complete assignments on time and seek help when needed
- Parent Support: Provide a quiet workspace and encourage consistent homework routines

Testing and Assessments

Students participate in local and state assessments as required. These may include:

- Curriculum-Based Measures (CBMs)
- STAR Reading and Math

Massachusetts Comprehensive Assessment System (MCAS)
Assessment data guides instruction and helps identify areas for additional support or enrichment. November 2024's Ballot Question 2 focused on removing MCAS as a graduation requirement. However, it's important to clarify that this does not mean the end of MCAS testing in Massachusetts schools. Federal law, the Every Student Succeeds Act (ESSA), requires an English and math test in third through eighth grade and once in high school. These tests are intended to provide data on student achievement, help identify educational disparities, and guide federal and state funding decisions.

Report Cards

Report cards will be distributed three (3) times each year for grades K-5 and four (4) times a year in 6 through 8.

Standards-Based Grading (K-5)
Elementary students (K-5) will be graded on a standards-based report card.

Rating	Description	Notes
3	Proficient	Consistently and independently meets or exceeds grade level standards
2+	Significant Progress - has not reached next level	The + indicator will only be used in Trimesters 2 & 3
2	Progressing Toward Proficiency	Student is making progress toward proficiency
1	Needs Substantial Support	Needs additional support to access grade level standards
NA	Not Assessed	Standard was not covered during the grading period

Traditional Grading (6-8)
Middle School students (6-8) will be graded on a numerical and letter grade format:

A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	Below 60
C+	77-79	Inc	Incomplete

PowerSchool Parent Portal

Parents and students are encouraged to use the PowerSchool Parent Portal (https://wrsd.powerschool.com) to monitor grades, attendance, and report cards. This tool supports timely awareness and helps students take ownership of their learning.

Parent-Teacher Conferences

Conferences provide an opportunity for open dialogue about student progress and goals. Formal conference days are scheduled district-wide in the fall. Parents/guardians are encouraged to reach out to teachers at any time to discuss concerns or request additional meetings.

Additional Information

Interim (Progress) Reports
When necessary, interim reports are issued halfway through each marking period for students in grades 6-8 through PowerSchool only. The purpose of the report is to notify the student and parents of academic progress. However, parents and students are highly encouraged to check PowerSchool weekly to monitor for missing work or low grades.

Incomplete Grades
A student who receives an incomplete (I) in any subject must complete all missing work within a reasonable timeframe set by the teacher, typically within two weeks of the end of the grading period, unless special circumstances apply. Failure to do so may result in a failing grade for that subject.

Middle School Honor Roll
Academic achievement is recognized each term:

- High Honors: All A's in core subjects

Honors: A's and B's in core subjects
Students with incomplete grades are not eligible until grades are finalized

8th Grade Graduation
Grade 8 students must meet the following requirements to participate in end-of-year graduation activities:

- Satisfactory academic performance in all core subjects
- All incomplete work resolved before the end of the school year
- Adherence to school conduct expectations

Students who do not meet academic or behavioral standards may lose the privilege to participate in certain graduation-related events.

Curriculum, Instruction, and MTSS

Curriculum

The Wachusett Regional School District provides a rigorous, standards-based curriculum aligned with the Massachusetts Curriculum Frameworks. Our goal is to ensure all students develop the knowledge, skills, and habits of mind needed to succeed in school and beyond.
Instruction is designed to:

- Meet grade-level standards in English Language Arts, Mathematics, Science, Social Studies, and the Arts
- Foster critical thinking, problem-solving, and effective communication
- Integrate technology to enhance learning
- Provide opportunities for creativity and student choice

Teachers continually review and refine curriculum to reflect current research and best instructional practices.

Instruction

Instruction in WRSD classrooms is designed to:

- Engage students actively in their own learning
- Differentiate lessons to meet diverse learning needs
- Incorporate data from formative and summative assessments to guide teaching decisions
- Promote collaboration, discussion, and real-world application of skills

Family partnership is a vital part of instructional success — parents/guardians are encouraged to communicate regularly with teachers and participate in their child's learning journey.

Curriculum Accommodations

In accordance with Massachusetts regulations, 603 CMR 26.05(1), the Wachusett Regional School District, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with district guidelines, families may request information from the building principal on available accommodations related to curriculum content.

Multi-Tiered System of Supports (MTSS)

WRSD implements a Multi-Tiered System of Supports (MTSS) to ensure that every student receives the instruction and intervention they need to thrive academically, socially, emotionally, and behaviorally.

Key components of MTSS

- Tier 1: High-quality core instruction and positive school culture for all students.
- Tier 2: Targeted interventions for students needing additional support.
- Tier 3: Intensive individualized interventions for students with significant needs.

Student progress is closely monitored through classroom performance, curriculum-based assessments, and screening tools such as STAR Reading and Math. Teachers and support staff meet regularly in data teams to review progress and adjust support plans as needed.

Family Involvement

Families are informed when additional supports are provided and are encouraged to partner with the school team to reinforce learning at home.

Special Education

Students suspected of having a disability that may impact their ability to make "effective progress" in general education may be referred for a special education evaluation by a school professional or

parent. If someone other than a parent refers the child for evaluation, the parent will be notified of the referral and asked for consent to evaluate.
Evaluation Team Leaders (ETLs) are responsible for the facilitation of the special education referral and evaluation process and serve as a liaison between the parents and the school for special education issues. Students are evaluated in all areas of the "suspected disability" by a team of qualified professionals including the student's teachers. Parents are important members of the team because they know their children best and can provide important information. The team consists of the ETL, the student's teacher(s), evaluators, an administrator or someone who can authorize the allocation of services, the parents, a parent advocate at the parent's discretion and the student (particularly a student f 14 years of age or older). The team reviews all assessments and considers information from the student's teacher(s) and parent(s) to determine a student's eligibility for special education services. An Individualized Educational Plan (IEP) is developed for students who are found eligible detailing the student's needs and the services they will be provided, with parental consent, through the special education process. Parents may obtain copies of all evaluation reports by requesting them from the ETL. Parents will be given a copy of Notice of Procedural Safeguards by the ETL of their child's school, advising them of their rights under state and federal law.

Special Education Services
Districts must provide special education services to *eligible* students ages 3-21.

Eligible students are students aged 3 through age 21 who, because of a disability, are unable to progress effectively in regular education programs and require specialized instruction and/or who require related services to access the general curriculum. A disability shall mean one or more of the following impairments:

- Autism
- Developmental Delay (applies to ages three through nine)
- Intellectual Impairment
- Sensory Impairment
    - Hearing
    - Vision
    - Deaf Blind
- Neurological Impairment
- Emotional Impairment
- Communication Impairment
- Physical Impairment
- Health Impairment
- Specific Learning Disability

Section 504 of the Rehabilitation Act

Section 504 requires that public school districts provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction. Under Section 504, FAPE consists of the provision of regular education or special education and related aids and services designed to meet the student's individual educational needs. A variety of accommodations and services may be offered in accordance with 504 Accommodation Plans to an eligible student It is the responsibility of regular education staff and administration to implement those practices and procedures necessary for a school to fulfill the law's requirements. At each school, the responsibility for ensuring Section 504 compliance rests with the building principal or the principal's designee.
The 504 Coordinator for the Wachusett Regional School District is:

Director of Student Support
1745 Main Street
Jefferson, MA 01522
(5083) 829-1670 extension 253

Attendance

Students are expected to attend school regularly in order to obtain maximum benefit from their education. There is a clear connection between good attendance, academic success and success after high school (see Attendance Policy). The Wachusett Regional School District closely monitors school attendance and enforces all attendance laws and policies, in accordance with Chapter 76 of the Massachusetts General Laws. The Commonwealth and the District also track and report chronic absenteeism, in accordance with the Every Student Succeeds Act (ESSA).

School attendance prior to age 16 is compulsory. In accordance with M.G.L. c. 76, § 18, the following procedures apply :

- No student 16 through 18 years old will be permitted to withdraw without approval from his/her parent or guardian.
- When students turn 18 years old, they reach the “age of majority,” at which time they may earn the privilege of writing their own excuse notes. Students who abuse this privilege may have it revoked following a parent conference with the assistant principal. Students who receive this permission are responsible for the notes written. Students who have reached the age of majority still will not be dismissed without an appropriate reason.
- Any student 16 years or older who seeks to withdraw from school prior to graduation must obtain a withdrawal form from the school administration. No student shall be considered to have permanently left the school district unless an administrator from the school or school district has sent notice within a period of five (5) days from the student’s tenth (10) consecutive unexcused absence to the student and to the parent or guardian of such student, in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives within ten (10) days after the sending of the notice, prior to the student permanently leaving school, The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen (14) days. Such meetings shall be for the purpose of discussing the reasons for the student permanently leaving school, the consequences of dropping out, the benefits of earning a high school diploma, alternative educational, alternative resources, and/ or other placements.

Daily and punctual attendance is critical to academic success. Students need to be in the classroom to benefit from teacher instruction and from interactions and exchanges of ideas with peers in accordance with Massachusetts General Law Chapter 76, Sec 1. Parents/guardians have the responsibility for ensuring that students attend and remain at school daily. The state of Massachusetts identifies a student as “chronically absent” when they miss 10% or more of the school year (18 days), regardless of whether absences are excused or unexcused. Chronic absenteeism can lead to gaps in learning, reduced academic performance, and difficulties building consistent routines.

When a child is going to be absent, the school district requires the parent/guardian to notify the school to inform them of their child’s absence.
If a student is absent and the school is not notified, the school will call or email the student’s parent/guardian. Therefore, it is important that parents/guardians provide their current contact information to ensure proper notification can be made.

Our Attendance Protocol:

- Punctuality: Students are expected to arrive on time every day. Tardiness can disrupt the learning process and may result in students missing important instructions.
- Absences: If your child is absent, please contact the school by the start of the school day to inform us of the reason for the absence. A note or doctor’s note may be required for extended absences.

- Excessive Absences: After 5 days of absences (whether excused or unexcused), we will reach out to discuss any concerns or potential accommodations to help improve attendance.
- Vacations: We encourage families to schedule vacations during school breaks to avoid missed instruction. If unavoidable, please notify us in advance. Work will not be provided during this time and students will be required to make up missed work upon their return.
- Extended absences for travel are not permitted and students will be considered truant. Truancy may results in the school filing a CRA or 51A for educational neglect.
- Dismissals: Students with planned early dismissals should notify the office in advance. The notice should include planned dismissal time, rationale for dismissal and the name of the adult dismissing the student. Note that dismissals occurring before the midpoint of the day where a student does not return, qualifies as an absence.

Field Trips

Daytime Field Trips
Field trips are scheduled throughout the school year. These are designed to supplement the curriculum and to introduce students to the resources of the region. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Students who have demonstrated repeated inappropriate behavior may not be allowed to participate. School work will be provided for students who are not participating in a field trip. Parents/guardians may be asked to attend as chaperones, but only if a current CORI is available in the office for each chaperone.

Field Trips Involving Late Night or Overnight Travel
The Wachusett Regional School District encourages field trips, which enhance the students' educational experience.
In accordance with Massachusetts General Laws, Chapter 71, Section 37N, if field trips involve late night or overnight travel, the following must be met:

A. Trip Approval Process:
    1. Advance approval by the Superintendent and/or designee will be required for any student trip involving late night or overnight travel (in concurrence with P3321 Policy Relating to Education Field Trips).
    2. The approval process will be completed prior to engaging students in fundraising activities or other preparations for the trip.
    3. Overnight trips must offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips must be appropriate for the grade level and must meet Time on Learning requirements of the Massachusetts Department of Education.
    4. Teachers and other school staff will be prohibited from soliciting privately run trips through the school system. The trip approval process applies only to school-sanctioned trips; trips will not be approved that are privately organized and run without school sanctioning.
    5. Policies and procedures for trip approval will take into account all logistical details involving security arrangements, emergency management and communications protocols, transportation, accommodations, itinerary, fundraising required of students, the educational value of the trip in relation to its costs, and recommendation of the principal.
B. Transportation:
    1. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Should the use of vans be necessary for overnight travel, prior written authorization from the Superintendent and subsequent approval by the School Committee must be obtained. Such trips should generally use commercial motor coaches. No student drivers will be allowed at any time.
    2. Trips planned to include late night or overnight student travel will involve pre-trip checks for companies, drivers, and vehicles. Companies must have liability insurance on drivers.
    3. School officials will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The District should not contract with

any carrier that has an FMCSA safety rating of “conditional” or “unsatisfactory”.
4. The contract with the carrier must prohibit the use of a subcontractor unless sufficient notice is given to the District to allow for verification of the subcontractor’s qualifications.

C. Trip Scheduling
1. Overnight accommodations will be made in advance with student safety and security in mind. Hiring independent security is recommended when appropriate.
2. Field trips during school time must meet the Massachusetts Department of Education Time on Learning requirements.
3. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense. Student vehicular (bus and auto) travel between the hours of midnight and 6:00 AM is prohibited.
4. If substantially all members of a class are participating in a field trip, the school will provide appropriate substitute activities for any students not participating.

D. Fundraising
1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students’ obligations for homework, after-school activities, and jobs.
2. Group fundraising activities are preferred.

E. Student Supervision
1. Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI/criminal record check. Faculty and staff of the school will serve as chaperones whenever possible.
2. A chaperone must always be present whenever students are on the bus.
3. All participating students must submit a signed parent/guardian permission form. Such forms shall include eligibility requirements and appropriate authorization for emergency medical care and administration of medication.
4. When away from school, all school rules will apply to the trip.
5. Infringement of rules may result in a student’s immediate expulsion from the trip. In such cases, parents will be financially responsible for transportation home.

(See WRSD Policy 3321.1)

Electronic Device Usage and Misuse

Computers

It is the policy of the Wachusett Regional School District that all students will be able to use technology to become lifelong learners. Middle School students are encouraged to bring Chromebooks to school fully charged. Families are encouraged to consider the districts Chromebook insurance protection plan as repairs and replacement costs can be significant.

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

- Students may not install any software on any computers or attempt to make copies of software that is on the hard drive.
- Respect others' rights to privacy and not access or use information on a computer without permission of the owner of the information.
- Respect others' property. Do not make changes to or delete computer programs, files, or information that belong to others.
- Use computers, software and related technologies for purposes that are within the law, that are beneficial
- to others, and that are not harmful (physically, financially, or otherwise) to others or others' property.
- Students using the Internet do so with the following stipulations:
    - Accept personal responsibility for appropriate use of the system. Abuses (i.e., pornography, illegal solicitation, racism, sexism and inappropriate language) are

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

Acceptable Use
The Wachusett Regional School District recognizes that technology is an important tool for learning. Students are expected to use school-owned and personal electronic devices responsibly and only for educational purposes, as directed by staff.

Examples of permitted uses:
- Researching assignments or projects under teacher supervision.
- Accessing district-approved learning platforms.
- Using school-issued Chromebooks or iPads during class time.

Prohibited Use
Unless specifically authorized by a teacher or administrator, personal electronic devices must be turned off and kept out of sight during the school day. This includes but is not limited to:
- Cell phones and smartwatches.
- Wireless headphones or earbuds.
- Gaming devices or personal tablets.

Recording, photographing, or sharing content without permission is strictly prohibited and may result in disciplinary action. School buses and field trips are extensions of school and carry the same expectations.

Classroom and Non-Classroom Expectations
- During Class: Devices are allowed only for instructional purposes and with explicit teacher permission.
- Hallways, Restrooms, and Cafeteria: Devices should remain off and stored securely.
- Before and After School: Students may use personal devices responsibly once dismissed from school or prior to the start of the school day. School buses are an extension of school and the same requirements around electronic use applies.

Misuse and Consequences
Misuse of electronic devices disrupts teaching and learning and violates student privacy. The following consequences may apply for unauthorized use or repeated violations:

Offense	Consequence
1st Offense	Verbal reminder and warning; device must be put away immediately.
2nd Offense	Device confiscated and held in the office until the end of the school day; parent notified.
3rd Offense	Device held in the office; parent/guardian must pick up the device; possible detention assigned.
Additional Offenses	Progressive discipline, which may include loss of privilege to bring devices to school, in-school suspension, or other administrative actions.

Any violation involving bullying, harassment, recording others without consent, or distribution of inappropriate content will result in immediate administrative intervention and may be reported to local law enforcement.

School and District Liability
The school is not responsible for lost, stolen, or damaged personal electronic devices. Students bring devices at their own risk.

BYOD (Bring Your Own Device)
If a teacher or building administrator authorizes the use of student-owned devices for a class activity or assignment, all students must adhere to WRSD's Acceptable Use Policy and school-specific rules.

Health Services

Students who become ill or injured will be directed to the school nurse for assessment, evaluation, treatment, and/or referral. Parents will be notified when a child must be sent home. Students are not permitted to call the parent for dismissal. If the parent cannot be contacted, the person indicated on the Emergency Contact Form will be called. It is imperative that the Emergency Contact Form be completed annually and updated as necessary.

Medical Emergencies

In the event of a life-threatening or serious injury or illness, an attempt will be made to contact the parent or guardian. Emergency Medical Services will be contacted for their assistance, and the student will be transported to the appropriate medical facility for treatment.

Contagious Conditions
Parents are requested to report any incidence of contagious disease or condition to the school nurse. This includes strep throat, influenza, COVID-19, fifth disease, chickenpox, measles, ringworm, impetigo, tuberculosis, scabies, and head lice.

When to Keep Your Child Home Due to Illness

Illness	When can my student return to school
Fever of 100 degrees or higher	Fever-free for 24 hours without medication
Vomiting / nausea	Vomit and nausea free for 24 hours without medication
Unusual bowel movement - diarrhea	No diarrhea for 24 hours
Frequent, uncontrolled cough	Cough is controlled and does not interfere with learning.
Ear Pain, drainage	No longer painful or draining
Eyes - Reddened with thick drainage	Eyes are clear with no drainage
Nose - uncontrollable nasal discharge	Discharge returned to normal
Unusual rash	Rash resolved/cleared by a physician.
Diagnosis requiring antibiotics	Contact the nurse for the return date

Student Immunizations (WRSDC P6611, 105 CMR 220.00)
All students must be compliant with immunizations required by Massachusetts regulations and established by the Massachusetts Department of Public Health. Review the WRSD policy for immunization exemptions.

Physical Examinations (105 CMR 200.000)
Each child needs to present a physical examination prior to first school entry, within one year prior to entrance to school, or within 30 days after school entry, and at intervals of either three or four years thereafter. A physical exam is also required prior to tryouts for competitive athletics.

Mandated Screening Programs (105 CMR 200.000)
Physical Examination of School Children provides regulatory guidance on conducting health screenings, including physical exams, vision and hearing screening, and height and weight measurements. Parents/Guardians may opt out of screenings by completing an opt-out form provided by the school nurse.

Temporary or Permanent Exclusion from School Activities / Physical Education
Students are expected to participate in all activities of the school program, including recess and physical education. If, for health reasons, a child must be excluded from any activity for a temporary time, we request written verification from a doctor. It is expected that children will go out for recess; subsequently, please ensure that your children are dressed appropriately for the conditions.

Administration of Medication (WRSDC 6617, 105 CMR 210.00, WRSD Medication Administration Protocol)
In order to maximize the amount of time during which learners are actively working on tasks and are effectively engaged in learning, whenever possible and as appropriate, families should administer their child's medications, treatments, and procedures at home. Regularly scheduled medications that can be given at home should be provided to your child at home. Emergency medication such as (but not limited to) an epinephrine auto injector (EpiPen), asthma inhaler, seizure medication, diabetic supplies, or other medication, treatment, or items needed for a procedure that your child must have available during school hours must be available at school prior to and at the time of attending school.

The following information is required before ANY medication can be administered to a student.:

- Current physician order on file - New orders must be provided annually or on re-rentry to school
- Parent permission on file
- Medication in the original pharmacy container written in English
- All medication must be brought and picked up from school by the parent or a responsible adult
- Medication must be kept in the health office unless a self-administration plan is in place

Confidentiality (WRSDC P6650)
The Wachusett Regional School District shall encourage communication between and among school personnel, students, and parents. The Committee recognizes that circumstances may arise when a student with a personal or medical problem may seek help from a member of the faculty or administration. In such instances, the Committee will respect the confidentiality of communications between a student and a teacher, counselor, nurse, or administrator. However, it is not the intention of this statement of policy to encourage interference with parental or legal authority.

Accident Insurance (WRSDC P6616)
The Wachusett Regional School District sponsors a student-participation insurance plan. Brochures describing the plans available are available to all students during the first week of school. The Wachusett Regional School District shall require each student participating in sports programs to provide evidence of an active accident or health insurance policy covering the student.

Extra-Curricular Activities

Purpose
Participation in extra-curricular activities is an important part of student life at the Wachusett Regional School District. Clubs, sports, and enrichment programs help students develop leadership, teamwork, school spirit, and personal interests beyond the classroom.

Eligibility
To participate in extra-curricular activities, students must:

- Maintain satisfactory academic performance and good standing in all classes
- Demonstrate appropriate school behavior and citizenship
- Fulfill any specific requirements for the activity (e.g., physical exam for sports, permission forms)

Students with failing grades or repeated disciplinary infractions may be suspended or removed from activities until improvement is demonstrated.

Available Activities
Each school offers a range of extra-curricular opportunities that may include:

- Academic clubs (e.g., Math Club, Robotics)
- Performing arts (e.g., Drama Club, Band, Chorus)
- Athletics (e.g., Cross Country, Basketball, Soccer)
- Service and leadership organizations (e.g., Student Council, Peer Leaders)
- Special interest clubs (e.g., Art Club, Yearbook, Green Team)

Specific offerings vary by building and are announced at the start of each year.

Expectations for Conduct
Students are representatives of their school at all times while participating in activities, both on and off campus. Respectful behavior, good sportsmanship, and adherence to school rules are expected.

Violations of conduct standards may result in:

- Conference with the coach/advisor
- Suspension from practices, meetings, or events
- Removal from the activity for repeated or severe infractions

At the sole discretion of the principal, a student may be declared ineligible for participation because of chronic misbehavior or an incident of serious or major misconduct according to school standards. Students scheduled to attend after-school disciplinary sessions on the day of a practice or game MUST attend the disciplinary session before being able to participate in any athletic activity. A student serving a suspension (ISS or OSS) on the day of a practice or game is not allowed to participate in the athletic program activity on that day.

Attendance
Students must be present for the full school day to participate in any practice, meeting, game, performance, or event scheduled for that day. Exceptions require prior approval by the principal or designee.

Fees
Some sports and activities may require an activity or athletic fee to cover program costs. Fee information and payment deadlines will be communicated in advance.
Families with financial concerns should contact the principal or athletic director to discuss available support options.

Transportation
Parents/guardians are responsible for arranging timely transportation to and from extra-curricular activities unless school-provided transportation is specifically arranged for games or trips.

Parent Communication
Program details, schedules, and expectations will be shared through school announcements, permission slips, and the school website. Parents are encouraged to communicate regularly with advisors or coaches regarding their child's participation.

Middle school participation requirements
Students trying out for or participating in an athletic or extra-curricular program must pass all subjects reported on the most recent report card from quarter 1,2, or 3. Students should understand that participation in athletics and extra-curricular programs may be the result of a selective process. All student athletes are given fair and ample opportunity to demonstrate their abilities prior to the start of game situations and the final formation of the teams. The student-athlete must attend all try-outs (or auditions) in order to be eligible. Following an equitable try-out where your child will audition there may be a cut process. This is the most difficult aspect of the selection of any competitive program. There is no guarantee of equitable playing/performance time. The decision of the coaches/advisors as to the selection of members and the assignment of playing time will not be pre-determined by the administration.

Transportation and School Cancellations

Transportation
Proper behavior on the bus is of paramount importance to ensure the safety and well-being of all students. Improper conduct, such as loud or disruptive behavior, damage of property, physical confrontations, and possession of dangerous or illegal materials, may result in disciplinary action. In accordance with WRSD Policy P6621, the building level administrative team has the authority to administer consequences ranging from verbal warnings to extended removals from the bus. This is at the discretion of the principal and will follow due process and progressive discipline.

Procedures for reporting passenger misconduct

- The bus driver will report misconduct occurring on the school bus to the school administration.
- A School Bus Conduct Report will be completed and submitted to the school administration and the bus company.
- The principal or designee and the bus company will retain copies of the signed report.

Parent Responsibilities

- Ensure your child arrives at the bus stop 5–10 minutes early.
- Supervise children at bus stops as appropriate for age and grade level.
- Discuss the importance of appropriate bus behavior with your child at the start of each school year.

Alternate Transportation

Any request for a student to ride a different bus or get off at a different stop must be submitted in writing to the school office and approved in advance. The student must present this documented permission to the driver when they get onto the bus. Such requests are granted only if space allows and must follow district guidelines and provide enough notice for the administration to verify seating and communicate permission to the parents/guardians.

Walkers and Bike Riders

Children may ride their bikes to school at their parents discretion. They are not to be ridden on school grounds during school hours. Notification from home giving permission to ride to and from school is required. The students should walk the bicycle or scooter to and from the proper area (i.e., bicycle rack). The privilege of riding bicycles to school will be taken away at any time if the child does not follow safety procedures or is being harmful to other students. State law requires all children below the age of sixteen wear a helmet while riding. Students will not be allowed to ride a bicycle or scooter home if they are not wearing a helmet. Bike/scooter riders will be dismissed after traffic has cleared. For safety reasons, children should refrain from riding bikes or scooters during inclement weather.

School Cancellations and Delays

The WRSD may cancel or delay school due to inclement weather or other emergencies. These decisions will prioritize student and staff safety and be made in consultation with town officials.

- Notification:
    - Families will receive an automated phone call and/or email.
    - Announcements will be posted on all the district and school websites (www.wrsd.net) and shared with local media outlets.
- Timing:
    - Calls are typically made by 5:30 AM for same-day closures or delays.
- Delayed Opening:
    - A typical delay is 2 hours.
    - Bus pick-up times and school start times will be adjusted accordingly.
- Early Dismissal:
    - In rare cases, school may dismiss early due to rapidly worsening weather.
    - Parents should have a backup plan for early dismissals and ensure that contact information is up to date in the school office.

Student Management

Discipline

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this handbook.

Short Term Disciplinary Sanctions
A student will be given oral notice of the offense with which he/she is charged and an opportunity to respond prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for ten (10) consecutive school days or less. In the event that the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions
Prior to the imposition of any disciplinary sanction that might result in a student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and many examine and present witnesses and documentary evidence. Following this hearing, the decision maker (Principal/School Committee) will issue a written decision. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal to the Superintendent of Schools. For exclusion imposed pursuant to M.G.L. c. 71 §37H½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76 §17, the student shall have the right to file a written request for reconsideration by the Committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect.

Students with Disabilities
Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline, please contact the Principal or the Administrator of Special Education.

Consequences for Violations of School Rules

Restorative Practices
Our schools often utilize restorative practices to address student misbehavior. Restorative practices focus on repairing harm, rebuilding trust, and strengthening relationships within the school community rather than relying solely on punitive measures. This approach encourages students to reflect on their actions, take responsibility, and work collaboratively to make things right, fostering a safe and supportive learning environment for all.

Detention
The student will be given 24 hours notice, or the parent will be notified before having to serve a detention. At the principal's discretion, detentions may be served during the school day i.e. during lunch or recess. Students who fail to serve an assigned detention will receive two detentions for their first miss. Failure to serve another assigned detention could result in suspension. Further disciplinary action may be necessary for chronic offenders.

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

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

Suspension
In certain situations, it may become necessary to suspend a student from school. Suspension is considered when a student's actions cause a serious disruption to the school community, threaten the safety or well-being of others, or when other disciplinary measures have not been effective. Suspension is a serious consequence and is intended to provide time for reflection, accountability, and planning for a successful return to school. During a suspension, the student may not attend classes, be on school grounds, or participate in any school-related events or activities (including athletics, clubs, and extracurricular events). The student will only return to school once the suspension period has ended and any conditions for reentry have been met. Parents/guardians and the student will receive written notification of the reasons for suspension and its duration. The student and parent/guardian will have an opportunity to meet with the principal (or designee) within three school days to review the incident and respond to the charges. If a student's continued presence poses a danger or significant disruption, they may be removed from school immediately. A hearing will then be scheduled as soon as possible. Students are allowed and encouraged to make up all classwork, assignments, and tests missed during the suspension. Teachers will provide assignments in a timely manner, and reasonable deadlines will be set to ensure the student stays on track academically. In certain cases, a parent/guardian may be required to bring the student back to school on the day of their scheduled return. This reentry meeting is an opportunity to: review expectations moving forward, discuss supports or strategies for success, and develop a behavior plan or agreement if needed.

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

Police Action
For any violations of Massachusetts State Laws, police may be notified.

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

Corporal Punishment shall be prohibited.

Code of Conduct

Gross Disrespect & Insubordination:
Gross disrespect means deliberate, extreme, or offensive behavior that shows a lack of regard for others, including students, staff, or school property. Insubordination means refusing to follow reasonable instructions or directions from teachers, administrators, or other school staff.

Controlled Substances (Drugs) and/or Alcohol:
Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of drugs, drug paraphernalia or alcohol will be suspended up to ten days and may be subject to expulsion. Students with substance abuse problems will be encouraged to enroll in an appropriate substance abuse program. The Wachusett Regional School District prohibits the use of alcohol, illegal substances, and the improper use of harmful substances. The possession, use, transmittal, serving, or consumption of any alcoholic beverage, illegal/harmful substance on school property, and/or at any school sponsored activity is prohibited. Violations of this policy shall result in appropriate action as set forth in the Student Discipline Code. Further, any student may be barred from a school sponsored activity if there is reason to believe he/she has been drinking alcoholic beverages or using illegal substances prior to his/her attendance at or participation in said school sponsored activity. Students may be required to submit to a Breathalyzer test prior to participation in school sponsored events. Any staff member with knowledge of alcohol or harmful drug use or the carrying of harmful substances on school grounds or at school related events shall notify the principal or the superintendent and the appropriate legal authorities. The District shall provide full cooperation with legal authorities.

Weapons:
Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or knife, will be suspended up to ten days and may be subject to expulsion. (WRSDC Policy 6435) The Wachusett Regional School District shall prohibit possession and/or use of any kind of weapon; weapons will not be tolerated on school premises or at school related or school sponsored activities and events. For the purpose of this policy, “weapon” includes, but is not limited to, firearms, knives, or any other devices, or objects used to inflict or to threaten bodily harm.

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

Inappropriate, Vulgar Language and Gestures:
Inappropriate or vulgar language and gestures include any words, actions, or signs that are hurtful, offensive, or disrespectful to others, or that are not suitable for a school setting. First offense ~ parent notification, in school suspension. Subsequent offenses suspension from school. This includes references to race, sexuality, etc. (see harassment policy)

Harassment, Bullying, Discrimination, and Hate Crimes
All forms of harassment, bullying, discrimination and hate crimes related or unrelated to race, color, National origin, ethnicity, religion, sex, sexual orientation, age, or disability is prohibited. (WRSDC Policy 6437A) Harassment is oral, written, graphic, electronic, or physical conduct on school property or at school related activities relating to an individual’s actual or perceived race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the district’s

programs or activities by creating a hostile, humiliating, intimidating, or offensive educational or work environment. A single incident may, depending upon the severity, create a hostile environment. Bullying is defined as a form of aggression involving a power imbalance between the bully and the victim, where the bully has perceived or actual physical, social and/or psychological power over his/her target(s). Although bullying generally involves a pattern of conduct directed at a victim, depending on the severity of the incident, a single instance of such misconduct may constitute a violation of the District policy. Repeated acts of harassment will result in suspension or exclusion pending hearing. (WRSD Policy 6434)

Sexual Harassment:
Sexual harassment is, by law, illegal. Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include the following types of activities, but is not limited to these examples: touching (arm, breast, buttock, shoulders, etc.), massaging the neck or shoulders, verbal comments (about parts of the body, what type of sex the victim would "be good at," clothing, looks, etc.), name calling (from "honey" to "bitch" and worse), starting and repeating sexual rumors, leers and stares, sexual or "dirty" jokes, using the computer to leave sexual messages or graffiti, or to play sexually offensive games, gestures, pressure for sexual activity, cornering, blocking, standing too close, conversations that are too personal, "rating" an individual (from 1 to 10 for example), obscene Tshirts, hats or pins, graffiti, facial expressions (winking, making kissing sounds or smacking sounds, licking the lips suggestively), howling, cat calls, whistles, repeatedly asking someone out when he/she is not interested, "slam books" (lists of students' names with derogatory sexual comments written about them by other students), touching oneself sexually in front of others, sexual assault or attempted sexual assault. If one knows that someone has been sexually harassed or someone is sexually harassing you, you should notify building administration.
Retaliation: No one may retaliate against you for filing a complaint. Further, no one may retaliate against any student, employee, or any other person because they provided information or helped in the investigation.
Considerations: The victim may be the same or opposite sex as the harasser. The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may also be someone who is affected by such conduct when it is directed toward another person.

Tobacco Products:
Wachusett Schools are SMOKE FREE/TOBACCO-FREE environments in compliance with Massachusetts General Laws. This includes electronic or "ecigarettes". This includes school sponsored events such as dances and athletic events.

Fighting:
Fighting is any physical aggression or attempt to harm another person. This includes hitting, punching, kicking, pushing, or any physical contact intended to hurt someone. Fighting also includes encouraging or starting a physical conflict, even if a student claims to be "defending themselves."

Stealing:
Stealing means taking something that does not belong to you without permission. This includes any property of other students, staff, or the school.

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

Plagiarism, Cheating, Forgery, and Identity Assumption:
Academic dishonesty is a problem best addressed early through education.

- K-5 - The first offense results in a conference with the teacher to educate about the action and its impact. Subsequent offenses are to be referred to the administration for further education and parent contact.
- 6-8 - The first offense results in a zero on the assignment/assessment and education around the action and its impact. The teacher will contact the parent to inform them of the behavior and consequence. Subsequent offenses will also be met with a zero and additionally are to be referred to administration to provide tiered instruction around the area of need. The administration will schedule a meeting with the student and guardians to review expectations.

WRSD Dress/Personal Attire:
Neatness, cleanliness, and appropriateness are the keystones of school dress and appearance in the Wachusett Regional School District. Personal dress and appearance may not violate reasonable standards of health, safety, cleanliness, and may not result in disruption or disorder within the school.

The WRSD Dress Code for school and school functions hopes to achieve three goals:

1. Promote a respectful learning environment.
2. Promote a safe learning environment where dress does not interfere with the successful and safe completion of learning activities.
3. Promote an equitable and inclusive learning environment in which the dress code does not negatively impact any group based on race, sex, gender identity, sexual orientation, national origin, ethnicity, religion, disability, socio-economic status, and/or body type/size.

The responsibility of proper dress and grooming rests primarily with the student and his/her/their parents or guardians. We ask that students and parents/guardians work to ensure that the goals outlined above are being met with the student's school dress attire.

Hoods, except those worn in relation to required religious practice or with prior administrative approval due to a disabling condition, may not be worn within the school building as such headwear interferes with the identification of students and presents safety concerns. Sunglasses are not to be worn inside the building except with medical authorization and prior approval of the school administration.

Offensive clothing can sometimes be subjective to the individual; however, students should be aware that if symbols, words, or pictures on clothing cause, or are reasonably forecast to cause, a substantial disruption of the school environment, they will be asked to remove and replace the offensive clothing. Offenders may be subject to other disciplinary action as well. To this end, we ask that students and parents be considerate of how dress choices affect the safety and comfort of others. Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana or other controlled substances, and weapons.

In addition, a student's personal dress and appearance must comply with any and all applicable state and federal health and safety regulations, especially while attending a lab or shop.

School Safety

Commitment to Safety
The Wachusett Regional School District is committed to providing a safe and secure learning environment for all students, staff, and visitors. Every member of our school community shares responsibility for maintaining a culture of safety, respect, and preparedness.

Building Security

- All exterior doors remain locked during school hours.
- Visitors must enter through the main office, sign in, and wear a visitor badge at all times.
- Students and staff are instructed never to open exterior doors for anyone; all guests must check in through the main entrance.

Emergency Drills
To ensure everyone knows what to do in the event of an emergency, schools conduct regular safety drills throughout the year, including:

- Evacuation (Fire) Drills: Practiced multiple times each year.
- ALICE Training: Age-appropriate safety instruction and practice to prepare for unlikely intruder events.

Drills are designed to be age-appropriate and minimally disruptive while ensuring students and staff are prepared to respond calmly and efficiently.

Critical Incidents and Notifications
If a situation arises that impacts school safety, the principal or district administration will communicate with families as appropriate using district communication tools.

Student Responsibilities

- Report any suspicious behavior, threats, or safety concerns immediately to a teacher, counselor, or administrator.
- Follow all staff instructions during drills and emergencies.
- Help maintain a safe environment by treating peers and property with respect.

School Safety Plan
Each school maintains a comprehensive Safety and Security Plan developed in consultation with district leadership, local police, and fire departments. Plans are reviewed and updated annually to meet or exceed state safety standards.

Prohibited Items
For the safety of everyone, students may not bring the following to school:

- Weapons or items that could be used as weapons
- Fireworks, explosives, or other hazardous materials
- Toys or replica weapons

Possession of prohibited items will result in serious disciplinary action and may involve local law enforcement.

Contact Information
Questions about safety procedures should be directed to the building principal or the district's Director of Student Support. Emergencies should always be reported immediately by calling 911.

Appendix: Legal and Policy References

M.G.L. c.71, § 37H – Policies Relative to Conduct of Teachers or Students

(A) 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 a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(B) Any student who assaults a principal, assistant principal, teacher, teacher's aide 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.

(C) 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; provided, however, that 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, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(D) 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 ten 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 determination of whether the student has violated any provisions of this section.

(E) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M.G.L. c.71, § 37H ½ - Felony Complaint or Conviction of Student - Suspension: Expulsion; Right to Appeal

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student’s parent or guardian within three calendar days of the student’s request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, § 37H ¾ - Suspension or Expulsion on Grounds other than Those set forth in Secs. 37H or 37H ½

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school**.** Alternative remedies may include, but shall not be limited to, : (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving."

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a

principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Non-Discrimination And Harassment (WRSDC Policy 1000)

The Wachusett Regional School District does not tolerate discrimination or harassment of students, parents, employees, or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy or pregnancy status, disability, homelessness, religion, age, or immigration status. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Act; M.G.L c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

The Wachusett Regional School District's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of the District or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, pregnancy or pregnancy status, age, homelessness, disability or immigration status.

In addition to designating at least one administrator to handle inquiries regarding the District's non-discrimination policies, the Superintendent shall adopt and publish one or more grievance procedures for addressing reports of discrimination, harassment and retaliation under the protected classes identified in this policy. If an individual is interested in filing a complaint that they have been discriminated against because of their race, color, sex, gender identity, pregnancy or pregnancy status, religion, national origin, sexual orientation, homelessness, disability, or immigration status, their complaint should be filed in accordance with the District's grievance procedures for discrimination, harassment, and retaliation.

The student and personnel handbooks and grievance procedures shall identify the name, office address and telephone number for the compliance officer(s) for the above-referenced statutes. This policy and related grievance procedures shall be posted on the District's website.

Title IX of the Education Amendments of 1972

The Wachusett Regional School District does not tolerate discrimination against students, parents, employees, or the general public on the basis of sex. The district is also committed to maintaining a school environment free of harassment based on sex, including harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The district's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of the district, or in obtaining the advantages, privileges, and courses of study of such public school based of sex.

How to Report Sexual Harassment
Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with the *District's Title IX Sexual Harassment Grievance Procedures*. Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972 and 34 CFR 106 et seq. will be investigated in accordance with the *District's Civil Rights Grievance Procedures*. Upon receipt of a report of sexual harassment, the Title IX Coordinator will: (1) promptly and confidentially contact the complainant to discuss the availability of supportive measures; (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint; (3) consider the complainant's wishes with respect to supportive measures; (4) if the school district does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and (5) explain to the complainant the process for filing a Title IX Formal Complaint.

Inquiries about the application of Title IX to the District may be directed to the District's Title IX Coordinator and/or the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.

District's Title IX Coordinator:

Director of Student Support
1745 Main Street
Jefferson, MA 01522
(5083) 829-1670 extension 253

Nondiscrimination On The Basis Of Disability (WRSD Policy 1020)

The Wachusett Regional School District believes that individuals with disabilities are integral members of the school community.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 requires that no qualified individual with a disability shall be excluded from participation in, or be denied the benefits of the services, programs, employment opportunities, and activities of the school district or be subject to discrimination in District programs. Similarly, no school district shall exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association. The Wachusett Regional School District complies with the ADA and Section 504 of the Rehabilitation Act.

Definition: A "qualified individual with a disability" is an otherwise qualified individual, determined through an individualized process to have a physical or mental impairment that substantially limits one or more major life activities and who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability or, in case of eligible students, to ensure a free appropriate public education as defined under Section 504 of the Rehabilitation Act.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, students, and members of the public with disabilities are as effective as communications with non-disabled individuals. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the District’s appointed ADA Coordinator after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Auxiliary Aids and Services: "Auxiliary aids and services" includes, but are not limited to: (1) qualified interpreters, note-takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices; and (4) other similar services and actions. Limits of Required Modifications: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.

Notice: The District shall make available to applicants, participants, students, beneficiaries, and other interested persons information regarding the provisions the ADA and Section 504 of the Rehabilitation Act and the applicability of those statutes to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA and/or Section 504.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the ADA and Section 504 of the Rehabilitation Act, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under the ADA and/or Section 504. The District shall make publicly available the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA and/or Section 504.

Appreciation Of Diversity (WRSD Policy 6436)

The Wachusett Regional School District shall promote, teach, and encourage an appreciation and respect of diverse perspectives and identities, within the Wachusett District and beyond. Students and their individuality are to be valued and respected within District policies, practices, and regulations. All students can expect to participate in school-related activities without encountering any form of prejudice, bias, discrimination, bullying, or harassment, such that every individual feels a sense of belonging, connection and safety.

Behavior And Discipline (WRSD Policy 6400A)

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

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

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

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

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

1. student rights and responsibilities;
2. student behavior and discipline; and
3. glossary of terms.

Tobacco Products On School Premises Prohibited (WRSD Policy 6431.1 ADC)

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including, but not limited to, school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.
A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.
This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.
Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

Alcohol, Tobacco, And Drug Use By Students Prohibited (WRSD Policy 6433.1 JICH)

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away: any beverage containing alcohol; any tobacco product, including vapor/e-cigarettes; marijuana; steroids; or any controlled substance except for prescribed medical purposes within any school or on school grounds at any time. The Wachusett Regional School District Committee (WRSDC) also prohibits the use or consumption by students of the aforementioned on school grounds or school buses, or at any school-sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

Verbal Screening:

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Massachusetts Department of Elementary and Secondary Education (DESE) to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 10.
- Parents/guardians shall be notified of the screening prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the District's website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the District shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

Weapons (WRSD Policy 6435)

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

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

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

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

Anti-Bullying Policy (WRSD Policy 6438A)

The Wachusett Regional School District fosters and strives to maintain educational environments that are free from bullying, cyber-bullying, and retaliation. No student or school staff member, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals in the Wachusett Regional School District shall be permitted to bully a student through conduct or communication or to retaliate against any individual for reporting bullying or cooperating with an investigation of bullying. A student or school staff member, including but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors, to an extracurricular activity and paraprofessionals, who engages in bullying, cyber-bullying, or retaliation will be subject to a range of disciplinary sanctions including, but not limited to, reprimand, detention, suspension, expulsion, or other sanctions as determined by administration. In addition to being subject to school or employment related disciplinary sanctions, individuals who engage in bullying and/or retaliation shall be required to participate in instructional activities designed to develop the skills and proficiencies necessary to avoid engaging in further bullying and/or retaliatory behavior(s).

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

A. Definitions

Bullying: The repeated use by one or more students or by a school staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional, of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy, bullying shall include cyber-bullying.

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

persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Aggressor/Perpetrator: A student or school staff member including but not limited to who engaged, either individually, or as part of a group, in bullying, cyber-bullying or retaliation.

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

Local law enforcement agency: Local police department(s).

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

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

Target/Victim: A student against whom bullying or retaliation has been perpetrated.

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

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

D. Investigation / Procedures
1. Investigative Procedures for Potential Bullying or Retaliation: Each school is required to investigate in a timely manner and determine whether or not bullying and /or retaliation has occurred. This requires a determination as to the nature of the incident (bullying v. peer conflict). Once determined, outreach to the target and family shall occur concurrently with a commitment to addressing the needs of the target, identifying and educating bystanders, and providing consequences for aggressors.
Steps to be taken will include:

a. Determine the nature, chronicity, and severity of the presenting situation.
b. Identify aggressor(s), target(s), and bystanders
c. Provide a safety and comfort plan for the target(s)
d. Identify whether or not the bullying has occurred on or off campus
e. Immediately remind the alleged student aggressor, target, and witnesses of the

importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action
f. Have timely conversations with all individuals involved
g. Establish a timetable for following up with parents, especially parents of target(s)
h. Inform parents, guardians and all relevant adults of initial investigation following confidentiality requirements
i. Collect and document data

E. Consequences from Findings: Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the district use a range of responses that balance the need for accountability with the need to teach appropriate behavior M.G.L. c. 71 § 370(d)(v). Skill building approaches include offering individualized skill-building sessions based on our district's anti-bullying curricula, providing relevant educational activities for individual students or groups of students, in consultation with our counselors and psychologists, implementing a range of academic and non-academic positive behavioral support to help students understand pro-social ways to achieve their goals, meeting with parents and guardians to engage parent support and to reinforce the antibullying curricula and social skills building activities at home, adopting behavioral plans to include a focus on developing specific social skills, and making a referral for evaluation. If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance the plan and with the school's or district's code of conduct.

The federal Individuals with Disabilities Education Act (IDEA) and Section 504, which should be read in cooperation with the state laws regarding student discipline, govern discipline procedures for eligible students with disabilities protected by these laws.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, the student shall be subject to disciplinary action. Consequences for bullying or retaliation should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences may be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

Consequences should consider these specific issues:
a. Nature, severity, and chronicity of the behavioral impact on the target
b. Degree of physical, psychological, social harm on the target
c. Student's age, development and degree of maturity
d. Surrounding circumstances and context in which the incident(s) occurred
e. Prior disciplinary history and continuing patterns of behavior
f. Relationship between and among the parties involved
g. Context in which the alleged incident(s) occurred
h. The need to balance accountability with the teaching of appropriate behavior.

The appropriate range of consequences, subject to due process where appropriate, may include, but are not limited to:
a. Report to law enforcement
b. Expulsion
c. Referral to outside agency
d. Reassignment of classes
e. Reassignment of seats in lunch, bus, class, etc.
f. Out-of-school suspension
g. In-school suspension
h. Detention
i. Loss of privileges (including before and after school activities)

j. Temporary removal from the classroom
k. Verbal reprimand

In addition, instructional activities designed to develop the skills and proficiencies necessary to avoid engaging in further bullying and/or retaliatory behaviors will be given, which may include, but are not limited to:

a. Reparation to the target
b. Completion of curricular based assignment(s)
c. Meeting with Civil Rights Coordinator
d. Completion of community service designed to help the aggressor understand and respect differences; written report required by the aggressor
e. Therapeutic support for both aggressor and targets

Parent Notification Of Human Sexuality Issues (WRSD Policy 3313.1)

The Wachusett Regional School Committee supports the right of parents or guardians to exempt their children from any portion of the curriculum which primarily involves reference to human sexual education or human sexuality issues.

The District will notify parents regarding the presentation of curricula that involves those issues. Parents or guardians shall have the flexibility to exempt their children from the portion(s) of the said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption. In the event of such an exemption, a substitute assignment may be provided. Instructional materials will be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review

Parent Notification Of Additional Curriculum Accommodations

Consistent with Massachusetts regulations, 603 CMR 26.05(1), the Wachusett Regional School District, through its curricula and materials, encourages respect for the human and civil rights of all individuals, regardless of race, color, sex, gender identity, religion, national origin or sexual orientation. In accordance with District guidelines, families may request information from the building principal on available accommodations related to curriculum content.

Student Immunizations (WRSD Policy 6611)

The Wachusett Regional School District is required, pursuant to MGL c.76 section 15 and its associated regulations, 105 CMR 220.000, to keep an immunization record on file for each student enrolled in the school or system. The record must contain, at a minimum, the month and year of each immunization, and be signed by the healthcare provider. Immunization histories must be up to date for each child according to Immunization Guidelines published by the Commonwealth.

The Massachusetts School Immunization Law, M.G.L. c. 76 Section 15 provides that: “no child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician’s certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, and poliomyelitis and such other communicable diseases as may be specified from time to time by the Department of Public Health.”

Pursuant to the Massachusetts School Immunization Law quoted immediately above:
No unimmunized student shall be admitted to, or be allowed to remain in school, unless they can satisfy these requirements:

A. A medical exemption is allowed if a healthcare provider submits documentation to school that an immunization is medically contraindicated; or
B. A religious exception is allowed if a parent submits a signed statement to the school stating immunizations are contrary to his/her sincere religious beliefs.
C. Students who fall under McKenney-Vento Homeless Assistance Act of 2001.

Do note: Unimmunized students (including those with medical, religious exemptions, and

those who fall under McKenney-Vento) who are otherwise exempt from the immunization law may be subject to exclusion from school if there is exposure to certain communicable childhood diseases, as specified in 105 CMR 300.200.
Do note: Philosophical exemptions are not allowed in Massachusetts even if signed by a physician. The documentation regarding the above qualified exemptions will be kept in the students' files at school.

Administration Of Medication (WRSD Policy 6617A)

The Wachusett Regional School District endorses the recommendation of the Massachusetts Department of Public Health and the Department of Education that students who require prescription medication during the school day receive their medication in order to maximize both daily school attendance and participation in school-sponsored functions.

The Massachusetts Department of Public Health regulates the administration of prescription medications and has formulated detailed regulations governing the administration of prescription medications in both public and private schools (105 CMR 210.000). The Massachusetts Board of Registration in Nursing governs nursing practice, which includes the nurse's administration of all medications, including over-the-counter medications. Both the Massachusetts Department of Public Health regulations and those which govern nursing practice are incorporated in Wachusett Regional School District's Health Guidelines and Nursing Protocols, a reference book which addresses the administration of medication. Included in these guidelines are provisions for the safe and proper administration of medication to students by both clinical and non-clinical personnel. The Wachusett Regional School District encourages the delegation of the administration of medication when necessary, in collaboration with parents and guardians, to non-clinical personnel in accordance with these guidelines.

The major points of these regulations include:

- The school nurse is responsible for the safe administration and documentation of medications dispensed in schools.
- Upon the registration and approval by the Massachusetts Department of Public Health, the school nurse, in consultation with the school physician, may delegate the administration of medication on field trips and short term special school events to designated unlicensed school personnel according to criteria in 105 CMR 210.000.
- Upon the registration and approval by the Massachusetts Department of Public Health, the school nurse, in consultation with the school physician, may delegate the administration of epinephrine to students with diagnosed life-threatening allergic conditions when a school nurse is not immediately available to designated unlicensed school personnel, according to criteria in 105 CMR 210.100.
- The categories of unlicensed school personnel include: administrative staff, teaching staff, paraprofessionals, licensed health personnel, clerical staff, bus attendants, transportation personnel, and contracted special education personnel.

A parent, guardian or parent/guardian-designated responsible adult shall deliver all prescription and non-prescription medications to be administered by school personnel. In the case of self-medicating students, students may transport and self-administer medications when a self-administration agreement has been documented. Self Medicating students include, but are not limited to, the following:

1. Students with asthma or other respiratory diseases. These students may possess and administer prescription inhalers.
2. Students with cystic fibrosis. These students may possess and administer enzyme supplements.
3. Students with diabetes. These students may possess and administer glucose monitoring tests, insulin delivery systems, and glucose tablets, according to documented self-administration agreement.

Student Activity Fee Schedule (WRSD Policy 4251)

The Wachusett Regional School District Committee (WRSDC) is committed to providing support to students for participation in extracurricular activities throughout the region. An activity shall be defined as any discretionary or elective function or program. From time to time it may be necessary to establish fee schedules to support those activities.

- Fees may be charged only for those activities in which the student is to participate.
- Money received from fees is to be used for stated purpose.
- Established fee schedules should not exceed projected costs.
- A sliding fee schedule may be established for students and family members participating in multiple fee charging activities within a school site.
- Provisions are to be made for students unable to pay the fee.
- The Business Office will review the financial activity in the student activity accounts on a monthly basis.
- An annual report on funds will be submitted to the Superintendent (or designee) at the close of each fiscal year. The Superintendent will provide a summary to keep the Committee and public apprised of student activity revenue and expenses.
- Each school shall prepare and make available upon request to Committee, parents and participants a financial plan, the previous end of the year revenue and expense report, a projected budget for the coming year, and a copy of the established fee schedule.
- All fees received and distributed shall be administered through the District financial system and in accordance with District policies, procedures and applicable sections of Massachusetts General Law.

Athletic Head Injury And Concussion Policy (WRSD Policy 6613.2)

The safety of students is a high priority for the Wachusett Regional School District. Students who sustain head injuries while in extracurricular athletic activities and those involved in their treatment must follow the protocol based on 105 C.M.R 201.000.

Students who have sustained a head injury must be appropriately evaluated according to the protocol. In order to resume athletic activity, a medical clearance and authorization form must be submitted indicating that the student has recovered. Return to academics will be consistent with the protocol.

District administration, athletic staff, and nursing staff will review the protocol annually to ensure that it is current and reflects best practice. The School Committee will review and revise this policy as needed, but at least bi-annually.