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SCHOOL CALENDAR

2008 - 2009

September 2	Orientation Day for Staff
September 3	School Opens – All Students Report
October 10	Professional Development Day
October 13	Columbus Day – No School
November 11	Veteran’s Day – No School
November 26	One-half day
November 27- 28	Thanksgiving – No School
December 23	One-half day
December 24 - 31	Holiday Recess – No School
January 1-2	New Year’s Celebrated – No School
January 16	Professional Development Day
January 19	Martin Luther King Jr. Holiday
February 16 – 20	Winter Recess – No School
March 20	Professional Development Day
April 10	Good Friday – No School
April 20 - 24	Spring Recess – No School
May 25	Memorial Day – No School
June 5	Graduation Day
June 19	Last Day of School (1/2 day) (180 Student Days)
June 26	Last Day of School (5 snow days)

SCHEDULE 2008-2009

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
7:48 AM TO 8:37 AM	F	G	A	B	C	D	E
8:40 AM TO 10:00 AM	A	B	C	D	E	F	G
10:03 AM TO 10:51 AM	B	C	D	E	F	G	A
<u>1ST</u> <u>LUNCH</u>	C	D	E	F	G	A	B
10:54 – 11:21							
<u>2ND</u> <u>LUNCH</u>							
11:24 – 11:51							
<u>3RD</u> <u>LUNCH</u>							
11:54 – 12:21							
12:24 PM TO 1:12 PM	D	E	F	G	A	B	C
1:15 PM TO 2:02 PM	E	F	G	A	B	C	D

Mondays Advisor/Advisee schedule

7:58 AM – dismiss from homeroom

8:01 AM – late bell

8:49 AM – dismiss from 1st period

DISTRICT SCHOOL COMMITTEE

Toni M. Harvey, Chairperson	Blackstone
Ann M. Lesperance, Vice-Chairperson	Millville
Lynn M. Landry, Treasurer	Blackstone
Catherine A. Robinson, Asst. Treasurer	Millville
Thomas J. Conlon, Secretary	Millville
Charles K. Singleton	Millville
Michael J. Buckley	Blackstone
Diane C. Robin	Blackstone

DISTRICT ADMINISTRATION

Dr. Christine Tyrie	Superintendent
Kimberly Shaver-Hood	Assistant Superintendent
John Carroll	Library Media Center
Bradford Monroe	Technology Director
T/B/A	Student Services
Suzan Cullen	Curriculum Coordinator
Richard Porter	District 504 Coordinator
John Carroll	Title VI
John Carroll	Title IX

HIGH SCHOOL ADMINISTRATION

Richard A. Porter	Principal
Keith A. Ducharme	Assistant Principal
Maureen Tessier	Guidance Director

SCHOOL COUNCIL MEMBERS

Please check BMRSD website for current list of School Council Members.

SOURCES OF INFORMATION

Fax Number	883-9892
<u>Main Office</u>	876-0117
Absentee Line	876-0114
Nurse	876-0110
Guidance	876-0104
Music	876-0108
Athletic Director	876-0161
Student Services	876-0162

The BMRSD website, www.bmrzd.net, is a versatile and thorough resource of information about our 5 schools. The High School link, in particular, features:

- · Scrolling news
- · Guidance information
- · Library and Media Center Resources
- · Parent, Student and Teacher Resources
- · Sports Schedules and other calendars
- · Club and Activity links
- · Newsletters and The Regional Report
- · Contact Information for Staff and Administration

The site offers research tools and valuable links to all members of the BMR Community.

DISTRICT MISSION STATEMENT

The mission of the Blackstone-Millville Regional School District, working in partnership with the students, parents, educators, support staff and other interested citizens, is to create a community of learners dedicated to providing a program of educational excellence. Collectively, we strive to provide a safe and supportive learning environment that encourages the development of responsibility, tolerance, and respect for self and others, creativity and an enthusiasm for learning enabling each student to fulfill his/her maximum potential as a productive member of a global society.

HIGH SCHOOL MISSION STATEMENT

The goal of the Blackstone-Millville Regional High School is to establish an environment where students can attain communication, organizational, and social skills that will enable them to become life-long learners. Students are encouraged to develop new ideas, to make responsible decisions, to recognize themselves as productive members of society, and to function efficiently in the world. In addition, as responsible citizens, students are expected not only to respect themselves and others, but also to appreciate the diversity in an ever-changing world.

EXPECTATIONS FOR STUDENT LEARNING

Students will:

1. Communicate using a variety of mediums.
2. Solve problems by researching, organizing and synthesizing information.
3. Understand and demonstrate how to make healthy choices.
4. Work cooperatively with others.
5. Evaluate and manage progress towards goals.

6. Examine the ever-changing employment market through career exploration.
7. Participate in community service activities.

PARENT ADVISORY COUNCIL MISSION STATEMENT

The mission of the Parent Advisory Council for Children With Special Needs is to ensure that the program plan for special education and the implementation there of adequately meet the needs of children in the community/school and those who may require such programs. It includes: participation in effectively planning and evaluating special needs programs, provide information for programs designated to address the needs of parents in understanding, advocating for, and supporting their children with special needs, and encourage networking among parents.

ACADEMICS & SCHOOL LIFE

PROGRAM OF STUDIES

Consistent with the educational philosophy of the Blackstone-Millville Regional School Committee, the Program of Studies for grades nine through twelve provides for the common as well as the individual needs of our students. The sequence of courses and the levels of instruction enable each student to progress according to his or her interests, ability, and study habits. Our purpose through course offerings and quality instruction is to provide the best possible education for each student.

A failing grade between 55-64 in subject areas generally may be recovered through participation in approved summer school programs. Adequate safeguards will be provided to ensure fairness and basic accomplishment.

Failing below 55 percent requires make-up in a full academic year program.

GUIDANCE SERVICES

The guidance counselors provide individual conferences to include personal, academic and career counseling services to all students, to enable them to evaluate their capacities, their aptitudes, interests and options open to them to make intelligent decisions about their personal, educational, and vocational lives.

Individual conferences with counselors are arranged by appointment during the school year. It is the student's responsibility to respond to these appointments. Conferences may also be scheduled at the student's request.

In addition to counseling assistance, the guidance department provides the following services: testing, college placement, scholarship and vocational information, orientation, career searches, transfer of records, and other services.

"Transfer of Records" of the Student Records Regulations, September 1995, allows school districts to forward all records of a student to their new school system without obtaining parental permission – providing we have given parental notice of doing this.

All Records Include:

Psychological
Discipline
Educational
Attendance

The guidance department is on line at www.bmrtd.net. The guidance web page is frequently updated with pertinent college, career, and military information.

WORK PERMITS

Both types of working certificates (Employment Permits for persons between 14 and 16, and Educational Certificates for persons between 16 and 18) may be obtained in the Guidance Department Monday through Friday from 8:00 a.m. to 3:15 p.m. Proof of age such as Birth Record, a Baptismal Record or passport for verification of your date of birth must be presented in all cases for the issuance of either certificate. Before a student may get working papers, he/she must have the promise of a job. Several forms must be filled out by parents, employer, and physician, and then returned to the school for completion.

GRADUATION & PROMOTION REQUIREMENTS

Students will be required to pass the Massachusetts Comprehensive Assessment System (MCAS) test, and earn the following number of credits during their high school years in order to be eligible to receive their high school diploma at Blackstone-Millville Regional High School.

In order for a student to participate in graduation exercises the student must have met all Blackstone-Millville Regional High School graduation requirements.

<u>Classes</u>	<u>Number of Credits</u>
English	4
Mathematics	3
Science	3
Social Studies	3
Foreign Languages	2
Wellness	2
Technology/Computer	1
Electives	<u>6</u>
Total:	24

Students must earn the following number of credits, at the end of each year in order to be promoted:

<u>Grade</u>	<u>Cumulative Credit Required</u>
9	5
10	12
11	18
12	24

Students can and are encouraged to select up to a total of seven (7) credits for the school year. Due to the increase in the number of credits required for promotion and graduation, all students are strongly encouraged to select a full schedule of seven courses for the coming school year.

For Graduation purposes – Honors and High Honors are determined by averaging the final grades (not weighted) from grade 9-12.

90 and above = High Honors

85 to 89 = Honors

Attendance at Graduation rehearsals and Awards Night are MANDATORY in order to participate in graduation ceremony. Students who are absent due to extenuating circumstances may appeal to the Principal.

GENERAL TESTING PROGRAM

Grade 10	MCAS in March, April, May, and June, PSAT's in October (recommended for high achieving students)
Grade 11	PSAT's in October for all college prep students. AP'S in May, SAT's in June.
Grade 12	SAT's in October, November and/or December. AP'S in May.

The PSAT is the Preliminary Scholastic Aptitude Test and provides students with a full range of information on their strengths and weaknesses as measured in Mathematics, English and Writing Skills.

The MCAS is the Massachusetts Comprehensive Assessment System testing mandated by the Department of Education for all freshman and sophomores. Students must reach MCAS competency to receive a high school diploma.

The Scholastic Aptitude Test is used by many colleges and universities as an entrance requirement, and provides information on student performance in Mathematics and English in comparison to State and national percentiles.

CREDITS, THE WEIGHTING OF COURSE AND CLASS RANK

Each full year course at BMR is worth one (1) credit, and semester courses earn one-half (1/2) credit for successful completion.

Courses are also weighted according to their level of difficulty and in recognition of college preparatory levels of work. College prep courses are weighted at 1.0. Advanced College prep courses are weighted at 1.1. Honors level courses will be weighted at 1.2 level, and Advanced Placement courses will be weighted at the 1.2 level.

DETERMINATION OF CLASS RANK

Class rank is determined at the end of each academic semester and is weighted based on 1.0, 1.1 and 1.2 courses.

Beginning with the class of 2012, class rank will be determined at the end of their sophomore year and will be weighted as follows: AP

courses 1.2, Honors courses 1.15, Advanced courses, 1.1, CP courses 1.05 and HS and LB and LR courses 1.0.

Final class rank for seniors will be determined at the close of their seventh semester.

Students must have attended BMR for their final four (4) semesters to be considered for Valedictorian or Salutatorian honors.

Advanced Placement (AP) courses are far more demanding than standard high school courses, but they offer the student the opportunity to earn college credit(s) while still in high school. AP students are required to take an examination in May and are responsible for the exam fee.

✓ **REQUEST FOR SCHEDULE CHANGE**

During the month of **September**, schedule changes will be considered only under the following conditions:

At the completion of the **first quarter**, schedule changes will be considered only if all of the following criteria are met:

- The student must pick up an application form from the guidance department.
- The student must complete the application and obtain a parent signature.
- Once the application is returned, the guidance department will meet with the teacher of the class that the student wishes to drop. The teacher must verify that the student has made every attempt toward being successful in the class (after school help sessions, consistent homework performance, active class participation, etc.). The teacher must also confirm that despite these efforts the student is experiencing extreme difficulty with the subject matter and is unable to grasp the concepts. Principal's signature required.
- Once the graduation and promotional credit status has been reviewed and parent, student, teacher, guidance, and principal approve the change, the student will be placed in a lower level of the same or similar subject, if available. If not, the student will be placed in a study for the remainder of first semester and placed in a second semester course, if available.

Schedule change requests any time during the remainder of the school year will involve an application, a meeting with parents, students,

teachers and guidance, final approval by the administration and the understanding that the course the student is requesting to drop will remain on the student's transcript with a WF (withdrew failing).

HIGH SCHOOL TRANSCRIPT

The high school transcript is the official academic record kept on file in the guidance department for all students. This record contains the following information:

- Name
- Date of Birth
- Address
- High School attended
- Year of Graduation
- Class rank
- Subjects, levels and earned grades
- Date of graduation
- Withdrawn classes
- Earned credits
- Membership in NHS
- SAT scores
- AP National exam scores
- MCAS

Please note that colleges may review all of the above information in making decisions about a student's candidacy. The SAT exams are given outside of Blackstone-Millville, therefore, a parent and/or student may request to have SAT score results removed from the transcript. The colleges normally require that official results be sent directly from the testing service. Some colleges, however, will accept the scores from the official high school transcript and we include the scores as a convenience to the student. If you wish to exclude your scores from the transcript, please fill out the form in the back of the book and return it to your counselor.

INTERIM PROGRESS REPORTS

- Interim Progress Reports will be issued to all students by teachers at mid-quarter.
- Guidance Progress Reports will be available by parent request through guidance.

- Any student receiving two (2) F's in a quarter automatically will be assigned bi-weekly progress reports from guidance.

REPORT CARDS

Report cards are issued four times per year, following the end of each quarter. Report cards are to be taken home for parental examination. The final report card, at the end of the school year, will be mailed directly to parents/guardians.

STUDENT RECORDS

See Code of Massachusetts Regulations.

HONOR ROLL

After each quarterly marking period, an honor roll is published. This includes all students taking a full program, who achieve the necessary academic requirements. This list is posted in the guidance office for one week prior to publication in the newspaper. It is the individual student's responsibility to verify whether or not his/her name is properly listed.

HIGH HONOR REQUIREMENTS

Minimum average of 90 percent, with no more than one grade, below 90 percent. No grade below 85 percent will be permitted.

HONOR ROLL REQUIREMENTS

Minimum average of 85 percent, with no grade below 80 percent.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership and service. Being a member of the National Honor Society is the highest distinction given to a high school student. A member is expected to serve as a positive role model to the rest of the student body. The Honor Society's Blackstone-Millville Chapter provides individual members the opportunity to share their talents with other students, their school and community. Members are expected to complete 28 hours of community service each year.

Students are selected for membership into the Blackstone-Millville Chapter of the National Honor Society by meeting the following criteria:

Scholarship: To be eligible for membership, a student must follow a college prep curriculum to include four weighted courses per year and have a cumulative scholastic average of at least 90 percent (partially weighted). This does not guarantee membership, but only makes a student eligible to pick up a student information packet. The student must pick his/her packet up from the advisor by the designated deadline and complete it by the next deadline. Failure to do so makes the student no longer eligible, and the process ends there. All packets that are passed in on time are then given to the NHS faculty council for consideration.

Leadership: Leadership may be overt or silent in nature. The faculty council considers the student's leadership roles in athletics, clubs, organizations, and in the classroom. They look at the student who does not give in to peer pressure, but rather leads others in a positive way. Overall involvement in activities is also an important consideration when selecting new members.

Service: Each candidate must have done some type of service in the school or community. This service must be documented and signed by a sponsor. The service must be more than just baby-sitting or yard work; community-based work is preferred. Work that is required of them for Girl/Boy Scouts, CCD, or other organizations should not be their only source of service for NHS requirements.

Character: A student's character is important! The faculty council receives feedback/comments from the rest of the faculty and staff about each candidate's performance and character to help assist in the selection process. The faculty council looks for those students who demonstrate only positive attributes such as: dependability, trustworthiness, sincerity, friendliness, diligence, helpfulness toward peers and teachers, positive reactions to criticism, etc.

The student packets are read carefully by the five-member faculty council. The student essay portion of the packet is an important piece of information. The student tells what he or she can do for the National Honor Society. This well-written essay must be typed.

The selection process takes place each spring following the third quarter and involves sophomores and juniors. Seniors who have fulfilled all of the above criteria are selected in the fall following the first quarter. Any number of students may be selected; there is not a set amount of "spots" to be filled each year. New members must be

inducted into the chapter at a public ceremony to be held in the Molony-Sullivan Auditorium in May. For more information concerning the National Honor Society, log on to our BMR webpage and click on student activities.

STUDENT COUNCIL

The Student Council is an organization whose goals include the following: developing leadership skills; promoting harmonious relationships throughout the school; improving school spirit and morale; providing a forum for student expression; and promoting the general welfare of the school.

To be eligible for membership, a student must meet the requirements as set fourth under the general policies of this handbook and the Student Council by-laws. The nomination and election process will be held in May for the following year.

For more information on guidelines & by-laws of the Student Council, log-on to the BMR homepage & click on student activities.

FBLA

BMR's FBLA (Future Business Leaders of America) is a non-profit education association made up of students pursuing careers in business or business education. It is also for those students who just want to learn about business and free-enterprise. As a chapter, we provide our students with a competitive edge through career exploration, self-improvement, hands-on operation of a school based store and community services as well as give them an opportunity to develop leadership skills through many activities and conferences. Our mission will be to bring business and education together in a positive working relationship.

To be eligible for membership, a student must meet the requirements as set forth under the general policies of the handbook and the FBLA By-Laws.

CLASS DUES

The concept of class dues is intended to help the class host events such as semi-formal, prom, as well as help to defray the costs one must incur during the senior year, such as caps and gowns, Senior Banquet, yearbook, class trip, class gift etc.

Class dues are nonrefundable and must be paid by check/money order. Please make the check payable to:

“**BMRHS Class of _____**”.

Please include the **first and last name** of the student on the memo line of the check. Students will receive a receipt as proof of payment.

REPLACEMENT OF CLASS OFFICERS

Student class officers and representatives who substantially fail to meet their responsibilities as officers or representatives or who incur repeated disciplinary infractions may be removed from their officer or representative position. The class advisor may recommend a principal review or the principal may decide to review the situation. The principal will determine if removal from office is warranted. Whenever feasible a warning will be issued prior to removal.

If a student leaves his/her position as a class officer, the next elected officer will take that position for the remainder of the year. When replacing the president, the vice-president takes over as president. No special student election needs to take place. Remaining elected officers and the faculty advisor will select a replacement for the other open position.

SENIOR EXAM EXEMPTIONS

1. The two students who are designated as class valedictorian and salutatorian are exempted from all final exams without restrictions.

Seniors who have an average of 90 or better for the 3rd and 4th term with neither term grade below 87 may be exempt from taking the final exam, with the permission of the classroom teacher.

- Students have the option of taking the exam even though they are eligible for the exemption with the understanding that the teacher will then correct it and average it with the semester average.
- If a student is eligible for an exemption from an exam and permission is granted by the teacher, the quarterly averages then become the grade on the report card.

2. Missed exams must be rescheduled with teacher upon student return.

SUMMER SCHOOL REGULATIONS

The subject in which a failing grade has been attained may be retaken in summer school, if the particular subject is offered.

Final grades below 55 percent MAY NOT BE MADE UP IN SUMMER SCHOOL, but must be repeated during the regular academic year.

All students at Blackstone-Millville Regional High School must comply with the following regulations if they plan on enrolling in summer school programs:

1. Courses for which credit toward graduation is given must have the prior approval of the principal, the guidance personnel.
2. If successfully passed, a grade of 65% will be recorded in the student's record.
3. Credit towards graduation for summer school work will be given only if a grade of 75 percent or better is earned.
4. In all cases, it must be clearly understood that all of the above conditions must be adhered to, and that it is the Blackstone-Millville Regional High School which grants the credit for the course and not the school which is offering the subject.

Every student's selection of a course of studies will be reviewed by a guidance counselor in an attempt to ensure that his/her objective is realistic and that the path the student is choosing will lead to admission to the proper type of institution and/or to the desired area of employment. In order to be successful in achieving these goals, students must maintain good grades.

To provide a challenging learning atmosphere, the senior high school will attempt to meet individual differences in the student's abilities, interests, backgrounds and rates of learning. To achieve this goal, the school will be grouping students for the purpose of working at a specific level of instruction in each of the academic areas.

COURSE SELECTION PROCESS

Students will be called by grade to an assembly where they will receive Course Selection Sheets as well as a "Program of Studies. Over the next few days, students bring their Course Selection sheets

to their current teachers for course recommendations. Course Selection sheets are then brought home for parent/student review and parent signature. If a parent does not agree with the teacher course recommendation, they should circle and initial the course desired. A note must accompany the Course Selection sheet explaining the desired change. Students must return their signed Course Selection sheet promptly to their homeroom teacher (before the deadline). They will be called to the Guidance office to meet with their guidance counselor for a student schedule change. Students who fail to return the signed Course Selection sheet or fail to attend the counselor meeting will be assigned a schedule by the Guidance office.

CHOICE OF TEACHERS

Students, on occasion, request a change in teachers because they think the assigned teachers are too strict, because they react unfavorably to the assigned teacher, or for other reasons. Invariably, such requests are denied. Teachers at Blackstone-Millville Regional High School are not permitted to choose their students. Conversely, students are not permitted to choose their teachers.

EXTRA HELP FROM TEACHERS

Teachers, generally speaking, will give generously of their time after school to conscientious students. However, it is the responsibility of the student to request extra help and to make arrangements for it in advance.

LOST BOOKS/SCHOOL EQUIPMENT

A student's failure to return textbooks or equipment is a very costly problem for school districts. In an effort to increase student responsibility in this regard, students will be held accountable for the return of all textbooks/equipment. In the event that textbooks/equipment is not returned, students will be billed. The failure to remit payment for these items will result in loss of student privileges. These activities include school parking permits, senior privileges, attendance at school dances, sporting events, prom, etc.

LIBRARY MEDIA CENTER

The Library Media Center is located in the B-Wing. The L.M.C. is in existence to service the student body and faculty. We encourage students to utilize its services to the fullest extent.

To provide equal services to everyone, it is expected that students will take pride in the use and maintenance of their Library Media

Center. All books should be returned promptly and in the same condition in which they were borrowed.

Students will be admitted to the L.M.C from study halls or classrooms (where applicable) as long as they have Library Media Center admittance passes signed by their teacher. Students who secure permission to sign out to the L.M.C. are not to visit any other area, either on the way to, or returning from the library.

Misuse of the Library Media Center or of Library Media Center passes will result in immediate forfeiture of Library Media Center privileges.

Library Media Center hours will be posted inside the Library Media Center door.

AGE OF MAJORITY

BMR recognizes the transition to adult status of a student who becomes 18 years of age during his/her high school career, but 18 or older students are subject to the same regulations as are all other students. Only in cases where a student maintains documented economic independence (housing, food, clothing, etc.) is the student excused from rules governing attendance and other matters requiring parental awareness.

ATTENDANCE

SECTION I

Regular attendance at school is essential to school success. Good attendance and punctuality are qualities that will serve each individual to a great advantage, both now and later in life.

If a student has to leave school before the end of the school day, he/she must bring a written note from parent/guardian. It must be presented to the main office during homeroom period on the day of dismissal. There must be a telephone number listed for verification.

This time absent from classes will be considered unexcused, unless followed-up with a dental, medical, legal note, etc., **NO LATER THAN FIVE (5) DAYS AFTER ABSENCE.**

Students are allowed the amount of days absent plus one (1) to make-up work upon their return to school.

(Note: Student vacations during normal school days are not excused.)

SECTION II

Students at the Blackstone-Millville Regional Senior High School are required to be present at all scheduled classes. Students who are absent from a class **MORE THAN (5) TIMES IN A QUARTERLY MARKING PERIOD** will be assigned an administrative grade of 50 percent for that marking period as a maximum grade. (Teachers may assign grades LOWER than 50 percent in cases involving excessive absences and/or flagrant failures to do required work.) Seniors are only allowed 3 unexcused absences during fourth quarter.

Students receiving an administrative failing grade in any quarter may recover their earned grade by successfully adhering to the attendance policy during the quarter immediately following the quarter in which the administrative failing grade was assigned. Students who have excessive absences during the fourth quarter may recover their earned grade at the end of the first term of the next school year. This DOES NOT apply to seniors. (Should a student transfer to another school district prior to the end of the first term, the administrative failure will be used as the official grade.) It is the student's responsibility to notify the teacher of his/her intent to recover the earned grade and have the administrative failure removed.

Students who are absent from a regular class for more than ½ the period will receive an absence for that period.

SECTION III

EXCUSED ABSENCES

1. Absences for illnesses or legal reasons supported by a note from a doctor, dentist or other document, will be excused if the note or document is submitted to the main office within five (5) school days upon return to school. Notes submitted beyond the 5 day limit will not excuse the absence but will be kept on file.
2. Absence for death in the family, or for attendance at a funeral will be excused.
3. Absences caused by extenuating circumstances may be excused by the principal or vice-principal after conference with parent/guardian.
4. Students are required to make-up all work missed while absent from school, whether the absence is excused or unexcused.

Students will be allowed number of consecutive absences plus one (1) to make-up work upon their return to school.

5. Students who are absent during an exam period may make-up their exam if the absence is excused.

SECTION IV

All student absences must be reported to the school on the date of the absence. A telephone call must be made to the school office (876-0114) and a message left indicating the following:

- Name of caller
- The name and grade of the student
- A telephone number where the parent/guardian can be reached for verification.

Any student who was not called in as absent by a parent/guardian and whose absence cannot be verified may be viewed as truant.

TARDINESS

Tardiness after 8:15 a.m. constitutes extreme tardiness and requires parent verification for entrance to school. Unexcused tardiness after 8:15 a.m. will also count as an absence from classes missed.

A dentist's note, a doctor's note, a legal note, a telephone call from the parent, or a note explaining the tardiness (complete with telephone number for immediate verification) are the only accepted forms of parental contact.

COLLEGE VISITATIONS

It is the policy of the Guidance Department that students are encouraged to actively meet with college representatives that visit our school as part of the college selection process. Students should carefully select which school representatives they want to meet with in accordance with their goals. Students should not use the privilege as an excuse to miss a class but should use it as an opportunity to seek information on schools that they have a strong interest in attending. Seniors will be excused from class to meet with up to four representatives in their senior year. Juniors will be excused from class to meet with up to two (2) representatives in the spring of their junior year.

Students are also encouraged to visit the college campuses of those colleges that are on their short list of schools to which they will be applying. Students are encouraged to accomplish these visits on school vacation time or weekends when possible. However, if it is necessary to visit a campus during school time, a senior may request permission for an excused absence for up to three (3) visits in their senior year. Juniors will be granted two (2) such visits in the spring of their junior year. Permission must be received from guidance prior to the absence.

In order to take advantage of either of the above opportunities, a student must be in good academic standing and have an overall academic average of at least 75% in all classes. Also, the classroom teacher has the final say in whether to honor a request to leave the classroom to meet with a college representative. These are privileges to be granted, not rights which must be honored.

The administration reserves the right, if circumstances warrant, to waive any and all requests.

SCHOOL PUBLICATIONS

UNITAS – The school’s yearbook published annually by the senior class.

CHARGER EXPRESS – Principal’s Newsletter.

THE PONY EXPRESS – Student Newspaper.

BEHAVIORAL EXPECTATIONS

ALCOHOLIC BEVERAGE AND OR ILLEGAL SUBSTANCE

UNDER THE INFLUENCE – If a student is found by a teacher, administrator, or staff member, or admits to being under the influence of drugs or alcohol, he/she will be disciplined in compliance with the school Discipline Code. The administrator and the student may have a conference as soon as possible to determine facts and develop a treatment option.

BREATHALYZER – Although the alcohol testing device measures blood alcohol levels, our purpose is to determine if a student has used alcohol prior to , during, or at any school sponsored activity.

NOTE: Students at any school-sponsored activity may be tested by school administrators only. Testing will be done on a systematic

basis unless a student shows overt signs of inconsistent behavior that might give administrators reasonable suspicion that the student is under the influence. Reasonable suspicion includes, but is not limited to; erratic behavior, slurred speech, strong foreign odor on clothing or breath, glazed and glassy eyes, unsteady gait, angry agitated state, information offered by students, faculty, staff, or anyone wishing to remain anonymous, leaving school grounds or returning to school grounds during scheduled hours.

The failure or refusal to submit to alcohol testing when instructed to do so by an administrator will be reported as “failure to submit to alcohol testing” on the student’s record with the consequences equal to an under the influence offense.

Any student violating any part of the above shall be subject to disciplinary actions as described in the Discipline Code.

ASSEMBLY PROGRAMS

When assemblies are scheduled, groups are to proceed to the auditorium accompanied by their teachers. All classes are to remain seated together as a group, and teachers are to stay with them throughout the program.

BEFORE CLASS TIME

The school building will be opened promptly each day at 7:30 a.m. The only students allowed into the building before that time are those who are attending school activity-meetings, supervised by a teacher/advisor/coach. At 7:37 a.m. the bell will sound, warning students they have three (3) minutes to get to their homeroom – seated quietly. Students who arrive in their homeroom after 7:40 a.m. will be marked late by the homeroom teacher. After 7:44 a.m., students must obtain a late slip from the office.

BUSES

Riding the bus is a privilege. Improper conduct on the buses will result in the privilege being denied.

A school administrator has the authority to suspend a student from riding the school bus for inappropriate behavior.

CORRIDOR COURTESY

Students must use reasonable caution when passing from one class to another. Running is not allowed in the building. Use the most direct route, in order to avoid being late to class.

1. Keep corridors open to traffic by walking to the RIGHT. Do not block traffic by standing in groups.
2. Pass quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in containers provided. Keep the school clean by picking up paper from the floor.
4. Immature behavior, such as yelling, hooting and whistling is not allowed.
5. Public displays of affection constitute improper behavior for the teaching/learning environment and general school climate, and therefore, will not be tolerated.

FIRE DRILLS

A printed card on the bulletin board in each teaching area indicates the exit for that area when the fire alarm sounds.

Fire drills are serious business and are designed to protect your lives in the event of a real fire.

Students are to pass silently in double lines, from all rooms to the exits assigned. Outside the building, students are to remain in line with their class until the signal is given to return to classes. The return is to be conducted in an orderly manner.

FOOD AND BEVERAGES

No food or beverages should leave the cafeteria. Bottled or canned beverages should remain in the student's book bag until consumed in the cafeteria at lunch or at after-school programs. Bottled water, **clear liquid in a clear container**, will be allowed in the classroom at the teachers' discretion.

GAMBLING/CARD PLAYING

Gambling, card playing and other games of chance will not be permitted at any time at Blackstone-Millville Regional High School.

GENERAL POLICIES

FOR ALL EXTRACURRICULAR ACTIVITIES

A student must pass four courses each term to be eligible.

All students must maintain an academic load of at least five major subjects, passing four, from one quarter to the next, in order to be eligible to participate in extra curricular activities at BMR. The quarter preceding the activity determines eligibility for that activity.

Each student participating in any extracurricular activity shall be required to adhere to the rules of the Massachusetts Interscholastic Athletic Association, the rules of the Dual Valley Conferences, and regulations established by the Blackstone-Millville Regional School Districts.

Prior to participation in any and all sports, each student is required to have at least one physical examination each year. This may be completed by the school physician or the family doctor. Parental permission slips, available from the school nurse, must be filed prior to the exam.

A student who participates in any extracurricular activities must spend at least ½ a day in school (in by 11:00) in order to be eligible to participate in any activity.

Any documented excused absence allows participants to be eligible. Students with unexcused absences or suspensions are ineligible.

Students enrolled in physical education must participate in class in order to participate in any extracurricular activity on that day.

GUM CHEWING

Gum chewing is strictly forbidden at BMR. Repeat offenders will receive disciplinary action.

MEDICATIONS

Students who become ill are to report to the nurse's office after clearing it with their classroom teacher. Students who are ill will be sent home at the nurse's discretion, provided that:

1. Parent/Guardian is at home.
2. Safe and suitable transportation arrangements can be made.
3. Any student sent home from school would not be permitted to participate in any after-school activities.
4. Students sent home by the school nurse would be officially listed as excused for the day with approval of the principal.

5. Students are not permitted to carry any medication or drug without written permission from a licensed prescriber and notification of the school nurse. All medications administered during the school day must be brought to the school nurse, by an adult, accompanied by a physician's order.
- ❖ Students are excused from physical education classes only if they present a signed and dated note from their physician, clearly explaining the nature of their illness. Any student who is well enough to come to school should be able to participate in physical activity. The gym instructor, school nurse or the principal may grant exceptions.

LOCKERS

All students will be assigned corridor lockers and combination lock by their homeroom teacher. This is the only locker a student is to use. Students are responsible for the condition and contents of their locker at all times. It is important that students do not share their combination with anyone.

Lockers are school property and are used by students for the school year. They may be searched at anytime by school administration.

PARTIES

The school's policy is distinctly opposed to the practice of conducting student parties on school time. Christmas, birthdays and the like are occasions not to be celebrated on school time.

PAY PHONE

All personal telephone calls should be made during the lunch period only. Students must obtain permission from the cafeteria supervisor or the main office. Telephone calls of any emergency nature may be made during times other than the lunch period with permission of the main office.

DRESS CODE

Students will be expected to keep themselves well groomed and neatly dressed at all times. Dresses, culottes, skorts and shorts may be worn; however, short lengths or bare midriffs will not be permitted. Shorts must cover no less than one third of the thigh. Skirts must cover no less than two thirds of the thigh, with an appropriate length slit. Leotards and spandex will not be worn as a primary garment. Pajama pants will not be allowed. No clothing is to

be worn which is considered disruptive to the educational process, such as pants with cutouts and holes or blouses or tops made of see through material. Tank tops and sleeveless tops must have a shoulder strap of at least 2 inches and no more than 2 inches below the underarm. Any clothing that reveals under garments will not be allowed. Low cut shirts and blouses are not permitted. Shirts advertising alcohol or drugs, or those with obscene or questionable printing will not be permitted. Hats, caps and bandannas are not to be worn in school. Appropriate footwear must be worn at all times. Sneakers with wheels are not allowed. Students may not wear coats during school. The administration will make the final determination on dress-code issues.

PLAGIARISM

Plagiarism is passing off someone else's work as your own. You have plagiarized if you borrow, buy, or steal someone else's work. You have also plagiarized if you use an author's distinctive words without identifying the author (McDougal, Littell 481).

Students can avoid **plagiarism** by:

- ✓ Citing the author's words **each** time they are quoted.
- ✓ Citing **each** paraphrased passage of someone else's work.
- ✓ Including a **Works Cited** list at the end of each assignment that involves research or quoting/paraphrasing of a source. This includes research papers, compositions, essays, poster projects, etc.

PERSONAL ELECTRONIC DEVICES

The use of CD players, MP3 players, Ipods, laptop computers, cell phones and other personal electronic devices can be disruptive to the educational process and may not be used in school. Temporary confiscation will result if this rule is violated. The playing of all musical instruments is restricted to the music department areas. Skateboards and video games are not allowed in school.

RESPECT

All members of the Blackstone Millville Regional High School community are expected to demonstrate respect for themselves and for others. This includes respect for another's individuality, their right to learn and work in a safe and supportive environment. In addition, students are expected to comply with teacher's directives. Insubordination occurs when a student is defiant, disrespectful or disruptive while at school or at school sponsored activities.

SCHOOL DANCES

The following rules govern the conduct and admission policy related to dances sponsored by Blackstone-Millville Regional High School:

1. In order to attend a school dance students must; purchase tickets during the allotted time, sign and have parents sign the dance attendance form, have a school issued ID.
2. Students absent from school or dismissed by the nurse on the day of a school dance will not be allowed to attend. Including O.S.S. and In-house students.
3. All in attendance will be expected to observe the standard regulations regarding arrival and departure times, good conduct, propriety, etc. There will be no grinding or dirty dancing allowed.
4. All students must arrive within the first hour of the scheduled time of the school dance.
5. **Middle school students will not be permitted to attend any of the high school dances and high school students will not attend middle school dances.**
6. At the Junior-Senior prom, the Sophomore Semi-Formal and the Winter Ball at least one member of each couple must be a current student at BMR. All non-BMR students must have a completed and approved (administration) guest form. The guests must be registered on the guest list which will be in the possession of the class advisor in charge of the dance. It is the responsibility of the student partner to attend to this registration at least twenty-four hours in advance of the scheduled dance. **YOU MUST BE AT LEAST A NINTH GRADE STUDENT TO ATTEND THE JUNIOR/SENIOR PROM.**
7. All outsiders attending the prom must conform to regulations regarding conduct, propriety, smoking, etc. It is the obligation of the student partner to familiarize the non-student with these regulations.
8. All activities at all dances are pre-approved and participation is totally voluntary.
9. A police officer will be in attendance at all school dances.
10. All dances held at the Blackstone-Millville Regional will end at 11 p.m. No student will be permitted to leave a dance prior to 10:30 p.m.

In the interest of safety, the administration reserves the right to limit attendance at any school-sponsored dances.

GUEST APPLICATION FORM

Dance/Event: _____ Date of Event: _____

Student's Name: _____

Student's Parent/Guardian Contact Number: _____

Guest's Name: _____

Guest's School, Grade and Age: _____

Guest Parent/Guardian Contact Number: _____

I understand that the BMR Administration will have the final say as to whether or not the guest will be able to attend.

_____ Accepted ____ Declined ____

Student Signature

Administration Signature: _____

Guest School Administrator Signature: _____

Guest School Contact Number: _____

SCHOOL SEARCHES

A student search by a public school official will be found reasonable under the U.S. Supreme Court standard if there are reasonable grounds for suspecting that the student has violated or is violating either State or Federal law or rules of the school. The search itself will be conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. "Reasonable grounds" for student search may include, for example, a school official's personal observation that the student possesses contraband material on school premises, or the official's receipt of a report to the effect from a teacher, another school employee, student, or some other reliable source.

Search of student lockers, backpacks, pocketbooks and cars on premises: Certain items (including, but not limited to weapons, illegal drugs, alcoholic beverages, tobacco products, stolen property,

and so on) may not be stored in lockers, backpacks, pocketbooks or cars.

The school retains the right to periodically inspect lockers, backpacks, pocketbooks, and students' cars (on the premises) for compliance with these rules.

All school and state laws included above have the purpose of ensuring that school remains a safe haven and students are provided the optimum conditions to learn.

SENIOR PRIVILEGES

Seniors who are assigned a study hall first period may arrive late to school between 8:30 a.m. and 8:35 a.m.

Seniors who are assigned a study hall last period of the day may leave school by 1:15 p.m.

At the beginning of the school year all seniors are eligible as soon as their permission form is returned to the Assistant Principal.

Requirements:

1. Students must return signed permission slip to the Assistant Principal before privilege is allowed.
2. Students arriving late MUST sign in at the main office no earlier than 8:30 a.m. and no later than 8:35 a.m.
3. Students leaving early MUST sign out of the main office no earlier than 1:15 p.m. and no later than 1:20 p.m.
4. Parent permission form must be signed and returned to the Assistant Principal.
5. Student must have a study hall first or last period of the day.
6. Student must be passing (65 or better) ALL classes at the end of each term. If not privilege will be revoked for the entire next quarter.
7. Student must provide his or her own transportation.
8. Student may NOT exceed the unexcused absence or tardy policy.
9. Students may not have more than 2 hours of central detention per quarter.
10. Students may not have in-house or out-of-school suspensions in a quarter.

11. Seniors with more than one study must choose one for this privilege. He/she may not alternate between studies for any reason.
12. Students using this privilege must not be in the building or on campus at times other than specified. If a student wishes to use the LMC or computer lab or any other facility available for student use he/she must arrive to school on time, attend homeroom and report to study

Any violation of the requirements/rules will result in privilege being lost for the remainder of the quarter and the entire next quarter if the violation occurs within the last two weeks of any quarter.

STUDENT PARKING REGULATIONS

1. Permission to use the school parking facilities MUST be secured from the main office. Students who are licensed drivers are permitted to park on the school premises as a matter of privilege, not a right.
2. Students must leave their vehicle and enter school immediately after parking. No smoking or loitering in cars or parking lots will be allowed.
3. The speed limit on school property is 15 MPH, and will be rigidly enforced. Any student found speeding will lose his/her privilege to park on school property.
4. Cars will be parked in the areas assigned. Vehicles parked in unauthorized areas will be towed.
5. All parking rules and regulations established by school officials must be obeyed. Students who repeatedly break school rules will have parking privileges taken away as deemed necessary by the school principal/vice-principal.
6. Excessive tardiness can result in parking privileges suspended.

ANY VIOLATIONS OF PARKING REGULATIONS MAY RESULT IN THE LOSS OF PARKING ON SCHOOL PROPERTY.

SOLICITATION

Students are not allowed to sell, pass out, or display non-school materials or commercial products during school, on school property, or at school functions.

**BEHAVIORAL SANCTIONS
DISCIPLINE SANCTIONS**

<p>DISCIPLINARY CODE OF CONDUCT ADOPTED BY THE BLACKSTONE-MILLVILLE REGIONAL SCHOOL DISTRICT ON NOVEMBER 22, 1994 Last Amended in June 2008</p>

TYPES OF SUSPENSION

IN-HOUSE SUSPENSION

1. In-school suspension will be held from 7:40 a.m. to 3:00 p.m.
2. Only school work will be done while assigned to in-house suspension.
3. The student must complete assigned school work while present in in-house. If a student performs well, his/her absences from class will be excused and will not be countered as an administrative failure (unexcused absence).
4. Lunch is delivered to the students between 10:50 and 11:20 and is consumed in the room. Students may bring lunch from home or may order from the cafeteria provided students have cash. Students may only order the standard lunch/salad and milk.
5. Disruptive behavior (ex. fighting, open defiance, or vulgar language or action) or failure to abide by the supervisor's rules will result in removal from in-house suspension.
6. If a student is sent from in-house suspension, he/she will be suspended out-of-school for the rest of the day and must return the next day with parent/guardian and then complete the remaining time during in-house.

OUT-OF-SCHOOL SUSPENSION (O.S.S.)

1. If a student's behavior warrants a suspension, the suspension may be for one to ten actual school days (snow days excluded) according to the infraction. An administrator will notify the student prior to the suspension and will provide an opportunity for the student to state his/her side of the story. Students unsatisfied with the discipline sanctions may appeal to the principal. Suspensions/expulsions imposed by the Principal may be appealed to the Superintendent of schools. A suspended student has as many days as suspended plus one (1) to make-up work upon return. Teachers, per parent request, will send make-up work home through guidance.
2. All Out-of-School Suspensions (O.S.S.) are considered unexcused absences.

DUE PROCESS

The discipline code of the school is administered within the guidelines set by the U.S. Supreme Court with regard to due process for students. The Supreme Court holds that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that a student facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against him or her. Explanation for the basis for the accusation(s) and an opportunity to present his or her version of the facts is given. In addition, the Court holds that unless the student's continued presence at school endangers persons or property or "threatens disruption of the academic process," the hearing must precede rather than follow his or her suspension. The Court points out that Due Process does not require that hearings in connection with suspension be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure counsel, to confront and cross examine witnesses supporting the charges, or to call his or her supporting witnesses.

TEACHER DETENTION

Students assigned detention for below standard work or conduct are expected to accept their restrictions gracefully. **Explanations or exemptions requested of the teacher assigning detention should be made after class period.** All requests for exemptions will be carefully reviewed by your teacher.

Teachers who assign students after-school detention are to give said student a 24-hour notice before designating a day the student must stay after school. The exception to this is if the teacher telephones the parent, and both parties mutually agree that the student can serve the detention on that very day. Direct contact must be made with the parent or guardian. Messages on an answering machine are not acceptable in this case.

CENTRAL DETENTION POLICY (2:05 p.m. to 3:00 p.m.)

Central Detention will be issued by the administration for certain notable offenses (see Discipline Code). Any student receiving central detention is expected to serve without exception. The penalty for missing central detention is as follows:

- 1st Offense – 1 hour additional
- 2nd Offense – 2 hours additional

3rd Offense – 3 days in-house suspension and return to original amount of detention.
 4th Offense – 5 days In-house.

VIOLATION	PENALTY
❖ Alcohol or Drug Use/Possession/Distribution or Paraphernalia in school or at school functions or on school premises.	1 st Offense: Out of school suspension (O.S.S.) Subject to expulsion. Police notified. Counseling and proof of counseling may be required
Under the Influence of Drugs/Alcohol, but not in possession of either substance on school property or at school functions or on school premises.	1 st Offense: Suspension (O.S.S.) for a minimum of 3 days to a maximum of 5 days. 2 nd Offense: Suspension (O.S.S.) for 10 days. Subject to expulsion. 3 rd Offense: Recommended for expulsion. Police will be notified for every offense. Counseling and proof of counseling may be required
Threats *As defined on page 38	1 st Offense: Subject to Suspension/Expulsion. Police will be notified.
Assault/Battery (Teacher or Staff and other students)	1 st Offense: Subject to Suspension (O.S.S)/Expulsion. Police will be notified.
Class Cuts	1 st Offense: 2 Detentions. 2 nd Offense: 4 Detentions. 3 rd Offense: 3 Days In-house Suspension. 4 th Offense: 5 Days In-house.
Central Detention Cuts	1 st Offense: 1 Detention added. 2 nd Offense: 2 Detention added. 3 rd Offense: 3 Days of In-house Suspension. 4 th Offense: 5 days In-house

Teacher Detention Cuts	1 st Offense: Warning & 2 Detentions. 2 nd Offense: 4 Detentions. 3 rd Offense: In-house Suspension for 3 days.
Vandalism and/or Theft	1 st Offense: Restitution & 5 days O.S.S. In-house may be offered. 2 nd Offense: Restitution & 10 days O.S.S. Police will be notified. 3 rd Offense: Restitution & Subject to expulsion. Police will be notified.
Harassment/Bullying *As defined on page 40	1 st Offense: Subject to suspension/expulsion. Police notified.
Hate Crimes *As defined on page 40	1 st Offense: Subject to suspension/expulsion. Police will be notified.
Possession of a weapon in school, on school grounds or at a school activity	1 st Offense: Subject to O.S.S./Expulsion/Police will be notified.
Use of personal electronic devices	1 st Offense: Confiscation & Parent will pick-up device – 1 day of In-house suspension. 2 nd Offense: Suspension for a maximum of 3 days In-house & confiscated – item given to police. 3 rd Offense: 3 days O.S.S. Confiscated item given to police.
<u>Dress Code Policy</u> Wearing of hat, cap, bandanna, chain or any other clothing considered disruptive to the educational process or as may be prohibited in the student handbook	1 st Offense: Warning and opportunity to correct. 2 nd Offense: 1 day In-house Suspension. 3 rd Offense: 3 days of In-house Suspension.
Fighting	1 st Offense: Minimum of 5 days O.S.S./police will be notified. 2 nd Offense: Minimum of 10

	day O.S.S./police will be notified. 3 rd Offense: Subject to O.S.S./expulsion/police will be notified.
Truancy	1 st Offense: 3 days In-house Suspension/parent notified. 2 nd Offense: 5 days In-house/parents notified. 3 rd Offense: 3 days O.S.S./parents notified.
Tardiness – Per Quarter	1 st Offense: Tardy 4 times – 1 hr. Central 2 nd Offense: Tardy 5 times – 2 hrs. Central 3 rd Offense: Tardy 6 times – 1 day In-house
Forgery	1 st Offense: 3 days of In-house. 2 nd Offense: 5 days of In-house. 3 rd Offense: 3 days O.S.S. Suspension.
Cheating/Plagiarism	1 st Offense: 3 days In-house & zero on assignment. 2 nd Offense: 5 days In-house & zero on assignment. 3 rd Offense: 3 days O.S.S. Suspension & zero on assignment.
Abusive/Vulgar Language/Gesture/Material	1 st Offense: 3 days of In-house. 2 nd Offense: 5 days of In-house. 3 rd Offense: 3 days O.S.S. Suspension.
Smoking and/or Tobacco Use/Possession	1 st Offense: 3 days In-house Suspension. 2 nd Offense: 5 days In-house Suspension (student will be referred to a smoking cessation program – if available.) 3 rd Offense: 3 days O.S.S. Suspension.

Insubordination: Refusal to cooperate, defiant, disrespectful, disruptive.	1 st Offense: Warning & 2 Detentions. 2 nd Offense: 4 Detentions. 3 rd Offense: In-house Suspension for 3 days.
Gross Insubordination: Extreme acts of defiance, disrespect, disruptive behavior.	1 st Offense: 3 days O.S.S. Suspension & Parental Conference. 2 nd Offense: 5 days O.S.S. Suspension. 3 rd Offense: 10 days O.S.S. Subject to Expulsion.
Disruption of School Environment	1 st Offense: Subject to O.S.S./Expulsion. Police notified.
Safety Violations – Any behavior that potentially endangers the health and safety of any person.	1 st Offense: Subject to O.S.S./Expulsion. Police notified.
Bus Violations	Inappropriate or unsafe behavior is subject to suspension or revocation of bus riding privilege
Food and Beverage outside the Cafeteria. (excluding water)	1 st Offense: Warning and confiscation of item. 2 nd Offense: 2 hours of Central Detention. 3 rd Offense: 4 hours of Central Detention.
Public Display of Affection	1 st Offense: Warning 2 nd Offense: 1 hour central detention. 3 rd Offense: 1 day in-house suspension.

- ❖ A drug is defined as any substance, except food, that changes the way the body or mind functions.
- ◆ During suspensions, students may not participate or attend any extracurricular activities until suspensions, (in-house or out of school/O.S.S.) are complete.
- ◆ Any student who is subject to expulsion by the principal 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.

- ◆ Parents will be notified of all suspensions.
- ◆ Students who receive three out-of-school suspensions may be referred to the Uxbridge District Court as habitual school offenders.
- ◆ Three outside school suspensions will result in the loss of all school privileges (extracurricular and activities). A student with three outside school suspensions will have an expulsion hearing with the principal.
- ◆ The Blackstone Police Department and the Millville Police Department will be notified of all student suspensions.
- ◆ Students charged with any felony violations, related or unrelated to school, may be subject to the provisions of MGL 37H1/2.
- ◆ The local police and BMRHS work closely together to ensure student safety. Information pertaining to students and the school will be jointly shared between school authorities and police.

HARASSMENT/BULLYING

Harassment is unwelcome behavior of a physical, written, or verbal nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating and offensive educational environment. Harassment is a form of discrimination.

HATE CRIMES

Hate crimes are crimes in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice against an individual's or group's actual or perceived race, color, national origin, ethnicity, religion, sexual orientation, disability, or gender.

Chapter 265: Section 39. Assault or battery for purpose of intimidation; weapons; punishment

Section 29. (a) Whoever commits an assault or battery upon a person or damages the real or personal property of a person with the intent to intimidate such person because of such person's race, color, religion, national origin, sexual orientation, or disability shall be punished by a fine of not more than five thousand dollars or by imprisonment in a house of corrections for not more than two and one-half year, or both such fines and imprisonment.

A person convicted under the provisions of this section shall complete a diversity awareness program designed by the secretary of the executive office of public safety in consultation with the Massachusetts commission against discrimination and approved by

the chief justice for administration and management of the trial court. A person so convicted shall complete such program prior to release from incarceration or prior to completion of the terms of probation, whichever is applicable.

THREATS OF VIOLENCE

Any direct or implied threat of violence against the school staff or a student, individually or collectively, will be taken seriously.

APPEAL PROCESS FOR DISCIPLINE

SANCTIONS/SUSPENSION

Discipline sanctions imposed by teachers may be appealed to the administration. A discipline sanction/suspension imposed by the assistant principal may be appealed to the principal. Suspensions/expulsions imposed by the principal may be appealed to the superintendent. The superintendent is the final level for appeal.

LOCKDOWNS

Lockdowns will be conducted as an emergency precaution for student safety. Lockdowns will be controlled by school administration. All students and staff are expected to follow the lockdown procedure. Police and the superintendent will be notified in the event of an actual lockdown.

NON-SCHOOL CONDUCT

From time to time there may be issues or incidents that occur out of school that may impact and potentially disrupt the school. School administrators reserve the right to take whatever steps are necessary including discipline sanctions on the individuals involved in order to maintain a safe orderly school.

STATE LAWS, FEDERAL LAWS AND SCHOOL COMMITTEE POLICIES

STATE LAWS

ENGLISH LANGUAGE LEARNERS (ELL)

In an effort to educate each child individually, it is important to consider how each child can best learn. English language learners (ELL) or limited English proficient students (LEP) are provided with the opportunity to be proficient in English and provided with full access to the academic, non-academic, and extracurricular activities as English speaking students. Some students do not have a strong base of literacy or fluency in their first language and need to develop essential skills in listening, speaking, reading, and writing in English. In order to accomplish these goals, English language learners will receive sheltered English instruction in English classrooms in accordance with state and federal laws. Sheltered instruction addresses the concepts and skills as defined in the curriculum and assists students with language development.

If parents do not want their child to participate in an ELL program, a waiver may be granted. Refer to the Blackstone-Millville Regional District's English Language Learner Handbook for information about programs for English language learners OR CONTACT THE District's ELL Liaison, Ms. Pauline Allaire-Adams at 508-876-0117.

HAZING

C.269, S.17. Crime of Hazing: Definition: Penalty

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

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

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

C.269, S.18. Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987.c.665.

C. 269, S.19. Hazing Statutes to Be Provided; Statement of Compliance and Discipline Policy Required

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

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

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

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

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

HOMELESSNESS

Students who lack fixed, regular, or adequate nighttime housing or have a primary nighttime residence in a supervised shelter are considered homeless. Homeless students are entitled to receive educational and other services for which they are eligible and to have the opportunity to enroll and succeed in school. Contact your child's principal, school counselor, or the district's homeless liaison, Dr. Kathleen A. Montagano, Assistant Superintendent of Schools, at 508-876-0137 for assistance.

HOME HOSPITAL INSTRUCTION

603 CMR 28.03 (c) **Educational services in home or hospital.** Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator of Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

NON-RESIDENT STUDENTS

A change in the Massachusetts General Laws, Section 5 of CH76 permits a school committee to charge the parent or other persons causing a child to illegally attend a school. Following the advent of the Education Reform Act, tuition was only able to be charged to those coming from another state. Now a child who lives in a community other than that of the residence of his parent or guardian for the purpose of attending school is determined to be illegal and charges can be issued.

CHAPTER 76. Section 1. ATTENDANCE

G.L. c. 76, s 1 requires that every child, with certain exceptions, between ages established by the state board of education, must attend a public day school, or some

other approved school, during the times when public schools are in session. The school committee is charged with the duty to provide for and enforce the school attendance of all children actually residing in the city or town. Home schooling must be approved by the superintendent. Absences by a student may not exceed 7-day sessions or 14 half-day sessions in any six-month period.

POSSESSION OF A WEAPON

Pursuant to M.G.L. Chapter 269 Section 10(j), the possession of a firearm or other dangerous weapon in any building or on the grounds of a secondary school is a crime punishable by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. This is a serious breach of school regulations and will result in suspension, police will be notified, and the person/student will be arrested and prosecuted. Refer to Appendix B, MGL, Section 37H regarding expulsion proceedings. The Superintendent of Schools will be notified.

CODE OF MASSACHUSETTS REGULATIONS

603 CMR 23.00 STUDENT RECORDS

23.07. ACCESS TO STUDENT RECORDS

Inspection of Record

A parent or eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay. The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Confidentiality of Record

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student, and school personnel working directly with the student are allowed access to information in the student record without the specific, informed, written consent of the parent or eligible student.

Access Procedures for Non-Custodial Parents

Non-custodial parents eligible to obtain access to their children's student records unless the school or parent has been given documentation that:

1. the non-custodial parent has been denied legal custody based on a threat to the safety of the student or the custodial parent, or
2. the non-custodial parent has been denied visitation or has been ordered to supervised visitation, or
3. the non-custodial parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the order or any subsequent court order specifically allows access to student record information.

Access of Third Parties

Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4) (a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she

will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L, and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Amendment of Record

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A

parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records

The regulations require school authorities to destroy a student's temporary record within five years after the student transfers, graduates, or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

SMOKING-POSSESSION/USE OF TOBACCO

The possession/use of tobacco products within school buildings, facilities, on school grounds and on school buses is prohibited by any individual by Massachusetts General Law Section 36 of Chapter 71 of the Acts of 1993.

Therefore the possession/use of tobacco products is prohibited within school buildings, school facilities, on school buses and on school grounds under the jurisdiction of the Blackstone-Millville Regional School District.

The possession/use of tobacco is strictly forbidden in school, on school buses, and at all school functions on or off school grounds (including dances, proms, and class trips). Violators of this regulation will be attended to severely.

Students who violate the Tobacco Products Policy will be referred to individuals or agencies in an effort to provide them with a smoking cessation program (when available).

CHAPTER 71 SECTION 37H. POLICIES RELATIVE TO CONDUCT OF STUDENTS

According to the provisions of Massachusetts General Laws, Chapter 71, Section 37H, the following procedures are in effect for serious disciplinary infractions involving weapons, drugs or assault.

Any student who is found on school premises or at a school-sponsored or school-related event, 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.

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

Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing, 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, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his

opinion, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in the school.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her 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 provision of this section.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

CHAPTER 71 SECTION 37L. REPORTS OF STUDENTS POSSESSING OR USING DANGEROUS WEAPONS ON SCHOOL PREMISES; TRANSFERRED STUDENTS' SCHOOL RECORDS

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

CHAPTER 71 SECTION 37H1/2. FELONY COMPLAINT OR CONVICTION OF A STUDENT; SUSPENSION; EXPLUSION; RIGHT TO APPEAL.

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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.

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 this 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. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

Expelled students are not allowed on school grounds nor are they allowed to attend any school events without written permission from the principal.

PHYSICAL RESTRAINT

603 CMR 46.00: Physical Restraint

See Appendix A, Physical Restraint of Students

THREAT ASSESSMENT POLICY

Overview

With the advent of increased violence in schools comes a corresponding difficulty for school principals in assessing the seriousness and validity of incidents containing threats, be they implied or overt.

The overriding concept in dealing with such incidents/instances must be the overall safety of the students, staff and property of the District. Administrators are placed in the position of determining how best to respond, especially when disciplinary action

may be determined to be in conflict with a student's rights as defined by the United States Constitution and Massachusetts General Laws. The Threat Assessment Policy shall be published annually in the individual school handbooks.

The Intervention Process

In light of the complexities of the issues connected to matters of threats, the principal or designee may send the student home, in the custody of a parent, while deliberations are ongoing.

In the event of the receipt of any threat, the building principal shall assemble his/her assessment team, which in addition to himself/herself shall be comprised of, but not limited to, one or more individuals from the group shown below.

- the assistant superintendent of schools
- TEAM Chairperson
- the assistant principal(s)
- another District principal
- the school psychologist
- the school adjustment counselor
- the chief of police
- the district Counsel
- a juvenile probation officer
- an Assistant District Attorney
- a teacher(s)
- the guidance counselor

The principal shall assess the threat and the appropriate response with the assistance of those consulted prior to formulating his/her decision.

Threat assessment will involve determining whether the threat received is of a low, medium or high threat level. This determination will be based upon a four-pronged effort as recommended by the Federal Bureau of Investigation's (FBI's) 1999 report titled, "A Threat Assessment Perspective". It will involve an examination of: (1) the personality of the student, including behavioral characteristics and traits; (2) family dynamics, including patterns of behavior, thinking, values, etc.; (3) school dynamics, including how a student might see himself/herself in relation to the school's culture; (4) social dynamics, including a student's beliefs, choice of friends, attitudes towards drugs, alcohol and weapons.

Once the threat assessment is complete, an evaluation of the threat (high, medium or low) and an appropriate response will be undertaken. The level of the threat shall determine if police intervention is required.

At the conclusion of the process, a debriefing session will be held to review the process and to recommend any steps that ought to be taken to further ensure the safety of the students, staff and property.

During the period of threat existence and assessment, the superintendent of schools shall serve as the sole source of public comment.

Adopted: March 22, 2001
Blackstone-Millville Regional School District

RESTRAINING ORDER POLICY

In the event a student/faculty member obtains a restraining order, the named defendant will be subject to any and all course changes and route changes to comply with said restraining order. The named defendant will meet with a school administrator and the guidance counselor to sign a memorandum of agreement, which states such course and route changes will take place. He/she will be informed of the consequences if the restraining order is violated while on school property.

Violation of a restraining order is a criminal offense and any violation will be immediately reported to the police.

The onus of the restraining order is on the defendant. A victim cannot violate the restraining order through reasonable behavior. Cooperation is expected from both parties.

Third party contact or written messages through friends or other interested parties are a clear violation of the restraining order.

AIDS/ACQUIRED IMMUNE DEFICIENCY SYNDROME POLICY

Epidemiological studies show that AIDS is transmitted via sexual contact or blood to blood contact. To date, there is no recorded transmission of AIDS to families who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

1. All children diagnosed as having AIDS, or with clinical evidence of infection with the AIDS associated virus, (HTLV III) and receiving medical attention are able to attend regular classes.
 - A. If a child has cutaneous (skin) eruptions, or weeping lesions that cannot be covered, he/she should not be in school.
 - B. If the child exhibits inappropriate behavior, which increases the likelihood of transmission (i.e., biting or frequent incontinence), he/she should not be in school.
 - C. Children diagnosed with AIDS, or with clinical evidence of infection with the AIDS associated virus (HTLV III), who are too ill to attend school, should have an appropriate alternative education plan.
 - D. Siblings of children diagnosed as having AIDS or clinical evidence of infections with the AIDS associated virus (HTLV III) are able to attend school without any further restrictions.
2. Since the child diagnosed as having AIDS, or with clinical evidence of infections with the AIDS virus (HTLV III) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease, such as chicken pox or measles until he/she is properly treated (possibly with hyper immune gamma globulin) and/or the outbreak has no longer become a threat to the child.

AN ACT TO PROTECT CHILDREN AND FAMILIES FROM HARMFUL PESTICIDES

Pesticides shall not be applied indoors while children are on the property, except for anti-microbial pesticides such as bleach; rodenticides placed in tamper resistant baits; insecticidal baits; ready-to-use dusts, gels, or powder formulations; and certain lower

risk pesticides. Until November 1, 2001 other pesticides can be applied indoors when children are NOT present on the property.

Pesticides shall not be applied on the outdoor property of a school, day care center or school age child care program while children are located in, on or adjacent to the area of the pesticide application.

All parents, staff, and children will have to be provided with standard written notification of any pesticide application that is made outdoors on school property. The notification will also have to be posted in a common area. The information to be contained in the standard written notification will be obtained from the licensed pesticide applicator that performs the work.

SCHOOL COMMITTEE POLICIES

ASBESTOS MANAGEMENT PUBLIC NOTICE **GENERAL POLICY STATEMENT AND PURPOSE**

In compliance with the United States Environmental Protection Agency's Asbestos Hazardous Emergency Response Act (AHERA) and the 40 Code of Federal Regulations (CFR) Part 763 Subpart E – Asbestos Containing Materials in Schools, The Blackstone-Millville Regional School District is committed to providing a safe and healthy environment for all employees, building occupants, transient occupants, contracted building service workers and the public. The Blackstone-Millville Regional School District has therefore established a policy for managing in-place asbestos.

Also, in compliance with AHERA, the District will contract with a licensed and approved Inspector to perform three-year re-inspections of school buildings, along with the maintenance of updated Management Plan materials to be kept on file in the Principals' Office of each District School as well as in the Superintendent's Office of the Blackstone-Millville Regional School District, 175 Lincoln Street, Blackstone, MA 01504. Questions regarding the Asbestos Management Plan may be directed to the Superintendent of Schools.

BLACKSTONE-MILLVILLE REGIONAL SCHOOL DISTRICT **COMPUTER/NETWORK ACCEPTABLE USE POLICY**

The Internet, a global network of computers communicating with each other, enables users to explore thousands of libraries, databases, and other educational resources. The Blackstone-Millville Regional School District is committed to providing members of the school community access to this rich and evolving set of resources.

Families should be warned that some material accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, and despite the District's efforts to block inappropriate or objectionable material, students may find ways to access other materials as well. It is incumbent on all members of the Blackstone-Millville Regional School community to behave responsibly when using school facilities to access the Internet. It is, therefore, important for all parents and guardians to set and convey the standards of ethical and appropriate use of media and information sources.

The following standards of conduct and procedure shall be observed when utilizing the District computer network:

1. No user shall engage in any behavior that would be considered offensive, obscene, or harassing. This includes, but is not limited to, the following behaviors.

- Sending, receiving, or displaying messages or pictures containing obscene or abusive language.
 - Using obscene, abusive, or impolite language.
 - Willfully accessing on-line areas containing material that would be considered objectionable by the District or the community at large.
2. No user shall engage in activity on-line that will incur financial and/or legal liability on the part of the District.
 3. Users shall adhere to copyright laws when accessing material from the Internet, the citing of references when appropriate, and refraining from transferring commercial software in violation of copyright laws. No user shall copy software onto or from computers owned by the school. This keeps with copyright laws and helps to protect school-owned computers facilities from computer viruses.
 4. No user shall alter desktop settings or trespass into another's files, folders, or work.
 5. No user shall employ the network for any commercial purpose.
 6. Users shall exercise good judgment and good manners when dealing with others via the Internet.
 7. Communication services (e.g. chat lines, personal e-mail, on-line games) may be used by students only with the explicit permission and supervision of a staff member.
 8. Students are responsible for good behavior on school networks just as they are in any other area of the school. General school rules for behavior and communication apply to computer use.
 9. Access to the network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.
 10. Violations of any of the above standards of conduct and procedure may result in loss of Internet privileges for any user, and /or other disciplinary action deemed appropriate by the respective administrator, the Director of Instructional Technology, or the Superintendent of Schools. Unauthorized access to a computer system is in violation of MGL CH266 SEC 120F and may be subject to prosecution.
 11. The production of the official District web pages may occasionally include pictures showing class or school activities.

COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed, as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases, which may afflict students, range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

SOURCE: MASC Policy LEGAL REF.: M.G.L. 71:55

DISCIPLINING OF STUDENTS WITH SPECIAL NEEDS

State and federal regulations provide eligible students with certain procedural rights and protections in the context of student discipline. The Individual Education Program (IEP) for a student must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability. Such modifications will be described in the student's IEP.

As provided for in state and federal regulations:

Any eligible child may be suspended up to 10 days in any school year. Students are entitled to a hearing where they have opportunity to explain their side.

After a student with special needs has been suspended for 10 days in any school year, during subsequent removal, the school district must provide sufficient services for the student to continue to receive a free and appropriate public education.

A suspension of longer than 10 consecutive days or a series of suspensions that constitute a pattern are considered to represent a change of placement.

Prior to a suspension that constitutes a change of placement, district personnel, the parent and other relevant members of the team will convene a "Manifestation Determination" meeting to review all relevant information to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP.

If the Manifestation Team determines that the behavior was not a manifestation of the disability, then the district may suspend or expel the student consistent with the policies applied to any student without disabilities. The district will, however, provide services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress towards IEP goals. A functional

behavioral assessment and appropriate behavioral intervention services will be provided to lessen the likelihood of the behavior reoccurring.

If the Manifestation Determination determines that the behavior is a manifestation of the disability, then the team will complete a functional behavioral assessment and behavioral intervention plan. Except when the student is placed in an interim alternative education setting, the student will return to their original placement unless the parents and district agree otherwise.

Regardless of the manifestation determination, the district on its own authority may place a student in an interim alternative education setting (as determined by the team) for up to 45 school days if the behavior involves weapons or illegal drugs, another controlled substance, or the infliction of serious bodily injury on another person at school or school function; or, considered case by case, unique circumstance; or on the authority of a hearing officer if the district provides evidence the student is “substantially likely” to injure himself or others.

These procedural requirements apply to students not yet determined to be eligible for special education if the parent has expressed concern in writing or requested an evaluation, or if staff had expressed concerns about the student’s behavior directly to the director of student service or other supervisory personnel.

DISCIPLINING OF STUDENTS WITH 504’S

The code of conduct applies to students with and without disabilities; however, students on 504 plans must have an equal opportunity to be successful with classroom rules and behavioral regulations. Section 504 prohibits districts from disciplining students more severely than non-disabled students on the basis of disability. The free and appropriate education (FAPE) requirement of Section 504 provides that appropriate procedures for discipline are designed to meet individual educational needs of students with disabilities as adequately as the needs of non-disabled students are met.

Students with 504 plans may be excluded from their programs, as can students without disabilities. If students are suspended or expelled, they are entitled to oral or written notice of charges and an appeal for the opportunity to tell their side. Expulsion or suspensions of 10 or more days are considered a change of placement and must followed the procedures designated by the Americans with Disabilities Act (ADA).

When students with 504 plans are excluded from their program for more than 10 school days in the school year, it must be determined if the behavior was a result of the students’ disability (manifestation determination). If it is determined that the behavior was related to the disability, students may not be excluded from the current educational placement until a new plan is written. The behavioral intervention services and modifications in the plan should address the behavior violation so that it does not recur.

If the student's misconduct is determined not related to his disability then the district may discipline in the same way as other students would be disciplined. 504 students do not have to be provided with a free and appropriate public education (FAPE) during expulsion or suspension for behavior not related to the disability. Students currently engaged in drug or alcohol abuse are not protected under Section 504.

When the placement of students with disabilities is changed for disciplinary reasons, the students and parents are entitled to the procedural protections required by Section 504 and the ADA. (A school district may employ due process procedures that meet the requirements of IDEA to comply with the Section 504 and ADA requirements for

procedural safeguards.) These protections include appropriate notice to parents or guardian, an opportunity for their examination of records, an impartial hearing with the participation of parents or guardian and an opportunity for their representation by counsel and a review procedure. Thus, if, after a reevaluation of an initial placement decision, the parents disagree with the determination regarding the relationship of the behavior to the disability or with the subsequent placement proposal in those cases where the behavior is determined to be caused by the disability, they may request an impartial hearing.

A school district is not prohibited from employing its normal, reasonable procedures short of a significant change in placement for dealing with 504 students who are endangering themselves or others. When students present an immediate threat to the safety of others, school officials may promptly adjust the placement or suspend the students for up to 10 school days, in accordance with rules that are applied evenhandedly to all children.

FIELD TRIP POLICY

The school district recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips as part of and directly related to the total school program and curriculum. Educational field trips should be considered as a method of instruction and planned as such with definite objectives determined in advance.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips to ensure that all reasonable steps are taken for the safety of the participants.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight trips have the prior approval of appropriate Administrative level.

The following conditions shall apply:

1. All field trips shall be governed by school policy and the school policy shall be included in student handbooks.
2. The Principal shall acquire advanced written permission from the parent or guardian for each student for each trip.
3. Field trip permission slips shall contain all information stated on the attached blanket district permission slip form.
4. The permission slip form approved by the District School Committee shall be used for all field trips. A copy of the completed permission slips shall be provided to all field trip supervisors and shall be taken on the field trip. The signed original of all permission slips shall be retained in the principal's office.
5. Written notification of proposed field trip shall not be initiated prior to obtaining approval of the trip at the appropriate administrative level.
6. (DAY TRIPS) Elementary school students groups shall include an adult supervisor for each (5-7) students as a minimum. Middle school student groups shall include an adult supervisor for each (8-10) students as a minimum. High school student groups shall include an adult supervisor for each (12-14) students as a minimum.
7. (DAY TRIPS) For elementary students traveling to less restrictive sites that may be more difficult to supervise, the number of adults shall be increased to one for each (3-5) student as a minimum. For middle school students traveling to such locations, the number of adults shall be increased to one for each (6-8) student as a minimum. For high school students traveling to such locations, the number of

adults shall be increased to one for each (9-12) student as a minimum. The approving authority shall determine the difficulty of the trip based upon information provided by the sponsor of the trip. Sponsors should be prepared for providing information upon seeking approval.

8. (OVERNIGHT TRIPS) Elementary students shall be attended by one chaperone per (4) students as a minimum. Middle school students shall be attended by one chaperone per (6) students as a minimum. High school students shall be attended by one chaperone per (8) students as a minimum. The appropriate ratio of female/male chaperones to female/male students should be considered.
9. EXTENDED OVERNIGHT TRIPS may require more than the minimum number of chaperones. The approving authority shall determine the number of chaperones required.
10. The building principal may need to consider adjusting the adult/student ratio when students who typically require additional support in the classroom attend field trips.
11. Any school-approved field trip, as deemed necessary by the appropriate administrative level, must have a building administrator in attendance.
12. Any alcohol/drug or tobacco use/possession while on a field trip will result in the same disciplinary action as when on school grounds.
13. Any adult attending field trip must refrain from drinking alcoholic beverages. These trips are school-sponsored and drinking is prohibited during all times of the trip.
14. Any student, who does not observe rules and regulations while on an overnight field trip, shall be sent home at the parents' expense.
15. An informational meeting shall be held prior to all overnight field trips. Parents will be encouraged to attend in order to inform them of the trip's itinerary and rules along with answering any questions regarding the trip.
16. Adults supervising students on field trips may not bring their child's sibling(s) along. Their focus must be as chaperone during field trips.
17. No "guests" are allowed to accompany field trips. All adults are to be acting chaperones.
18. A crisis management plan shall be established by each building principal to cover any potential emergency during a field trip. This plan shall support the adult supervisor on "what to do" and "whom to call" in case of an emergency. *(i.e., portable telephones, etc.)
19. A school nurse/medical person shall accompany all field trips at the elementary level. The need for medical coverage on middle school or high school day trips shall be determined by the building principal. A school nurse/medical person shall accompany all overnight field trips at the middle and high school level.
20. The purpose of the educational field trip shall be clearly defined and correlated with instruction in the classroom. The itinerary for the intended trip should match the purpose.
21. The eligibility requirements for students participating in field trips shall be determined by the building principal.
22. A carrier that has been approved by the district shall transport students.
23. All students shall be transported to and from the field trip by school arranged transportation, unless prior written arrangements have been made with the building principal.
24. Fundraising and/or collection of student payment for proposed field trip shall not commence until approval of trip at the appropriate Administrative level.
25. Overnight trips shall not be scheduled during the semester and final exam weeks.
26. The sponsor of the trip shall provide the awarding authority with evidence that he/she has contacted the assistant superintendent regarding the need for additional

or special insurance for the trip. If determined such insurance to be necessary, assurance must be provided that coverage is or will be in effect.

All field trip requests must be to the superintendent no later than two school committee meetings prior to the date of the field trip.

All out-of-state or extended (overnight) trips and excursions must be approved in advance by the school committee. Fundraising activities for such trips shall be subject to approval by the appropriate administrator.

Trips outside the continental US are not school-sponsored events, and solicitations in the school will be permitted.

MANAGING SEVERE AND LIFE THREATENING ALLERGIES

The Blackstone-Millville Regional District School Committee recognizes the increasing prevalence of severe and life threatening food allergies among our school population. The committee also recognizes that an effective food allergy program needs the cooperation of parents, teachers, school nurses, food service personnel, administrators, and any staff that might be present where children can be exposed to the food allergens that can trigger their extreme reaction.

The purpose of this policy is to establish a safe environment for students with food allergies and to provide all students, through necessary accommodations where required, the opportunity to participate fully in all school programs and activities.

The goals for the district policy are:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies across all transitions. (Pre-K-Grade 12)

While this document focuses on food allergies, treatment of anaphylaxis (a life-threatening allergic reaction) is the same whether caused by: insect sting; latex; or exercise induced, etc. For those life threatening allergies triggered by allergens other than food, similar and appropriate measures should be implemented. In all cases, the school principal, in collaboration with the school nurse, may take additional steps and precautions as deemed necessary.

General Guidelines

Each school shall establish a method of ensuring that relevant information is transmitted to all personnel supervising students identified as having potentially life threatening allergies. The primary concern of the school is the prevention and appropriate treatment of potentially severe allergic reaction, anaphylaxis.

Parents or guardians of children with severe or life threatening allergies must provide the school with documentation from the student's physician detailing the student's specific allergies. The school nurse will develop, in consultation with the parent(s)

and/or physician of the student, a written Individual Health Care Plan (IHCP) and an Allergy Action Plan (AAP) for allergen avoidance and response. This IHCP and AAP will establish the specific protocols to help the student avoid food allergens as well as develop emergency response protocols in the event of the student's contact.

In the event that an identified life threatening allergy is a peanut allergy, the student's classroom(s) will be designated as a "Peanut Free Classroom" prohibiting peanuts and foods containing peanut products. A sign will be posted to that effect to ensure the room remains peanut-free throughout the day (before and after normal school hours). Regardless, all pre-school and kindergarten rooms will be designated as "Peanut Free Classrooms" as will shared specialty rooms at the elementary level (i.e. art, music, science, etc.).

The school principal, in collaboration with the school nurse, will determine appropriateness of all field trips which include students with life threatening allergies and will ensure proper protocols are in place to provide for the safety of those students. The school nurse along with personnel supervising the field trip and the parent/guardian will collaborate to ensure proper protocols are implemented.

The school principal, in collaboration with the school nurse, will also work to ensure that all staff in a temporary situation, such as substitute teachers, are aware of, and have access to, the student's IHCP and AAP.

Student management of emergency medication will be governed by separate policy and Massachusetts General Law covering Student Self-Administration of Medication.

Parent / Guardian Responsibilities

- Meet with the nurse of the student's assigned school building to develop, review and/or modify the student's IHCP. It is strongly recommended that this meeting happen prior to the student entering the school system.
- Provide signed documentation from the student's physician detailing the nature of the student's condition including medication orders and emergency care protocols.
- Communicate any changes in condition or status of the student's allergies and/or treatments with the school nurse.
- Provide an up-to-date EpiPen® to be maintained by the school along with any other related medications as prescribed by the student's physician.
- Provide classroom snack for his/her child.

Student Responsibilities

- Avoid trading food with others.
- Avoid any food with unknown ingredients or ingredients known to contain any allergen.
- Notify an adult immediately if they eat, touch, or inhale something they believe may contain an allergen.
- Be proactive in the care and management of their food allergies and reactions based on their developmental level.

School Nurse Responsibilities

- Develop and maintain an IHCP based on materials and information supplied by the parent or guardian.
- Develop and maintain an AAP which, with the parent's permission, will be distributed to classroom teachers and other adults that will be supervising the student throughout the day.
- Complete a medication care plan which identifies individuals trained and approved to administer medication (such as EpiPen[®]) and plans for storing and maintaining medications.
- In collaboration with the school principal, generate a letter home to parents of classmates of the identified food allergic student informing them of conditions and restrictions such as "Peanut Free" classrooms.
- In collaboration with classroom teachers, develop the protocols necessary for students participating in field trips. Provide medications and AAPs to those personnel supervising the field trip.
- Provide training for district staff on guidelines for managing student allergies (i.e.: in forums such as orientation or professional days).

Classroom Teachers and other supervising staff

- Become familiar with the IHCP of students under their supervision and respond to emergencies as per the emergency protocol documented in the AAP.
- Work in collaboration with the school nurse to inform parents of classmates of the identified food allergic student informing them of conditions and restrictions such as "Peanut Free" classrooms.
- Monitor identified students to help them avoid consuming restricted foods inadvertently brought into the classroom or any baked goods sent to school by anyone other than the students parent.
 - Note: School personnel cannot be responsible for determining food allergens and/or those foods or ingredients in foods that are safe for a student with an identified food allergy to consume.
- Pay particular attention to the contents of animal feeds for any animals that might be present in the classroom as those feeds often contain peanut products.
- Be aware that "bullying" situations which utilize allergen triggers against a student with life threatening allergies represents a serious assault and should be dealt with accordingly.

Food Service Personnel

- Food service personnel will be instructed by the Director of Food Services about necessary measures required to prevent cross-contamination during food handling, preparation and serving of food.
- Parents/guardians will be encouraged to review/preview menus. Information regarding the ingredients of the school lunch will be provided, upon request, by the Food Services Director to parents/guardians, student and staff.
- At least one "allergy free" table will be made available to students with identified food allergies in each school cafeteria. Parents will indicate if their child is to be seated at this table. Friends whose lunches do not contain an offending food may also be seated at this table.

- The “allergy free” table will be washed with a hot water and soap solution prior to the first lunch and after each following lunch period.
- The Food Services Director will investigate ingredients and cross contamination issues with vendors. No foods with peanut/tree-nut contents will knowingly be served in the elementary, middle or high schools.
 - Note: It is important to note that the ingredients in many food products may be changed by the manufacturer without specific notice or indication of such change. While food service personnel should routinely recheck products for known food allergens, not all such situations may be detected.

CROSS REFS.: JLCD, BMR Crisis Management Handbook

LEGAL REFS.: Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
 Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.)
 The Family Education Rights and Privacy Act of 1974

(FERPA) The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.

ADOPTED: *October 26, 2006*

GRIEVANCE PROCEDURE

A “Grievance” is a complaint brought by a student, or group of students, who feel that a provision of school regulation has been misinterpreted, applied inequitably or unjustly. When a grievance is alleged, the following procedures should be followed:

1. The aggrieved party should attempt remediation through a conference with the teacher involved. Should this prove unsatisfactory or undesirable, the grievance may be taken to the guidance counselor.
2. The aggrieved party, if dissatisfied, may present his /her grievance to the principal, who after hearing the facts and after consultation with the teacher, may take any action he/she thinks is necessary.
3. If aggrieved party feels the solution/decision is not agreeable, he/she may appeal to the superintendent, who, after consultation with the principal, may take any action he thinks necessary.
4. Still dissatisfied, the aggrieved party may present the case to the School Committee.

NON-DISCRIMINATION STATEMENT

It is the policy of the Blackstone-Millville Regional School District not to discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability in its education programs, activities, or employment policies. This is in accordance with the Title IX of the Education Amendments of 1972 and Chapter 622 of the Acts of 1971.

HARASSMENT/DISCRIMINATION POLICY

The Blackstone-Millville Regional School District deems that harassment and discrimination within the workplace/schools is unlawful and prohibits any harassment or discrimination on the basis of gender, race, religion, physical or mental disability, sexual orientation, political belief or marital status in the educational programs and activities of the school district as well as all employment opportunities.

The Blackstone-Millville Regional School District is committed to maintaining an educational and employment atmosphere in which all students and employees are free to pursue their need and fulfill their responsibilities free from behaviors that would prove to be destructive.

Harassment and discrimination are considered to be destructive and will not be tolerated. It is considered to be unlawful to retaliate against an employee or student who files a complaint of harassment or discrimination or cooperated in the investigation of such complaint.

The purpose of this policy is to define harassment/discrimination and establish appropriate standards of conduct and set guidelines for recognizing and dealing with harassment and discrimination.

DEFINITION

“Harassment” and Discrimination refer to intentional or unintentional behavior for which there is no reasonable justification. Such behavior by a member of the staff or student body that adversely affects an individual (a member of the staff or student body) or groups of individuals on the basis of characteristics such as: color, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, gender or sexual orientation.

Harassment also includes sexual harassment. Sexual harassment is unwanted sexual behavior, particularly sexual behavior accompanied by promises of academic or employment opportunities or the threats of loss of such opportunities.

Harassment may also include but is not limited to sexual harassment, racial harassment or harassment due to physical condition or disability. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation.

PROCESS FOR FILING COMPLAINT

Present a formal (written or oral) complaint to your immediate superior for an employee or the building administrator in the case of a student.

File a written complaint (written or oral) with the assistant superintendent or the superintendent, if the filing of a complaint with the individual(s) in step 1 would prove to be difficult; or seek state or federal remedies.

COMPLAINT INVESTIGATION

When the Blackstone-Millville School District receives a complaint, a prompt investigation will be conducted in such a way as to maintain confidentiality to extent practicable under the circumstances. The District’s investigation will include a private interview with the person filing the complaint and with witnesses. The District will also interview the person alleged to have committed the harassment. When the District has completed the investigation, it will, to the extent appropriate, inform the person filing the complaint and the person against whom the complaint was filed the results of the investigation.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by an employee of the District, action shall be taken which is appropriate under the circumstances. Such action may range from a reprimand to termination of employment.

If it is determined that inappropriate conduct has been committed by a student, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to suspension/expulsion, and may include such forms of disciplinary action deemed appropriate under the circumstances.

STATE AND FEDERAL REMEDIES

In addition to the local remedies outlined above, if you believe you have been subjected to harassment/discrimination, you may file with either or both the governmental agencies set forth below. Using the District's complaint process does not prohibit you from filing a complaint with these agencies. Each agency has a short time period for filing a complaint (EEOC – 180 days; MCAD – 6 months).

The United States Equal Employment Opportunity Commission (EEOC)

10 Congress Street – 10th Floor
Boston, MA 02114
(617) 565-3200

The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
One Ashburton Place – Room 601
Boston, MA 02108
(617) 727-3990

The U. S. Department of Education

Office for Civil Rights has moved to:
33 Arch Street, Ninth Floor
Boston, MA 02110
(617) 289-0111
Fax: (617) 289-0150

Individuals seeking information, advice and legal assistance with issues of Harassment involving sexual orientation may contact any of the following:

The Boston Alliance of Gay, Lesbian, Bisexual and Transgender Youth

P.O. Box 814
Boston, MA 02100
(617) 227-4313
Email [www. BAGLY.org](http://www.BAGLY.org)

American Civil Liberties Union (ACLU)

99 Chancy Street
Boston, MA 02111
(617) 482-3170

Lambda Legal Defense and Education Fund

120 Wall Street, Suite 1500
New York, NY 10005-3904
(212) 890-8585

NOTICE OF EQUAL OPPORTUNITY

The Blackstone-Millville Regional School District reaffirms that they do not discriminate on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in admission to, access to treatment in or employment in its programs or activities. Consistent with M.G.L. Chapter 76, Section 5, the Blackstone-Millville Regional School District also affirms the commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, disability or sexual orientation. Any harassment on the basis of sex, race, national origin, religion, age, disability or sexual orientation will not be tolerated and will be punishable to the full extent of the law.

If you should have any questions about the district's policy, please feel free to contact Mr. John Carroll. He has been designated to respond to your inquiries and to be the district's Title IX Coordinator. Mr. Carroll can be reached at (508) 876-0117. If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violations to any staff member in the Blackstone-Millville Public Schools. He/she will notify the building principal. The building principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced by the school district investigators in each area, within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Title IX Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.
3. The Title IX, Section 504, ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the Principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, 33 Arch Street, Ninth Floor, Boston, MA 02110 (June 2005)

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Blackstone-Millville Regional School District. Further, students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or member of the school community from immediate, serious, physical harm; and

2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm. A member of the School Committee or any teacher or any employees or agent of the school committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

In special circumstances, waivers may be sought from parents of students through the Individual Education Program (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

SEXUAL HARASSMENT

All persons associated with this school district, including, but not necessarily limited to, the committee, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officer: The committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Procedure

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident(s) to the grievance office.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:

- a) The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts.
- b) The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
- c) The grievance officer will hold as many meetings with the parties as is necessary to gather facts.
- d) On the basis of the grievance officer's perception of the situation he/she may:
 - 1. Attempt to resolve the matter informally through reconciliation.
 - 2. Report the incident and transfer the record to the superintendent or his/her designee, and so notify the parties by certified mail.
 - 3. After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the appropriate authority committee for termination or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Legal Refs.: Title VII, Section 73, Civil Rights Act of 1964 as amended 45 Federal Regulation 74676 issued by EEO Com.

RESIDENCY REQUIREMENTS

District policy dictates that only those who are residents of one of the two towns may attend district schools. The allowable exceptions are those who are eligible for and have been approved as school choice students or out of state students who have prior approval for tuition payment. Those found in violation will be excluded and will be subject to legal action.

PEST MANAGEMENT PLAN PUBLIC NOTICE

All schools in the Blackstone-Millville Regional School District, in compliance with the Act Protecting Children and Families from Harmful Pesticides, have filed Indoor and Outdoor Pest Management Plans with the Massachusetts Department of Agricultural Resources (MDAR). These plans, about pest management and pesticide use policy, are accessible at the MDAR website, <http://massnrc.org/ipm/>, in the Principal's office of each school and at the District office.

PREGNANT STUDENTS

School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.

Pregnant students are encouraged to continue in school. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services; as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided. Adoption Date: July 12, 2001.

FEDERAL LAWS

CIVIL RIGHTS LAWS – Section 504 and Title VI and Title IX

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing hearing, speaking, breathing, learning and working);

has a record of such an impairment; or

is regarded as having such an impairment

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If there are questions, please feel free to contact Mr. Richard Porter, 504 coordinator @ (508) 876-0117 or John Carroll, Title VI and Title IX coordinator @ (508) 876-0117.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Blackstone-Millville Regional School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Blackstone-Millville Regional School District, may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies which publish yearbooks.

If you do not want Blackstone-Millville Regional School District to disclose directory information from your child's education records without prior written consent, you must notify your child's school principal in writing within ten (10) days of your child's first day of school during the current school year.

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USER AGREEMENT AND PARENT PERMISSION
2008-2009

I understand and will abide by the Blackstone-Millville Regional School District's Acceptable User Policy for Computer Network use. I further understand that any violation(s) of the policy may result in disciplinary action, which could include loss of computer access, school disciplinary action, or any appropriate legal action.

Student Name: _____ DOB _____
Student Signature: _____ Date: _____

As the parent or legal guardian of the minor student above, I grant permission for my son or daughter to use the networked computer services of the Blackstone-Millville Regional School District. I understand that this access is intended to be used for educational purposes. I also understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media, in accordance with the Blackstone-Millville Regional School District's Acceptable Use Policy.

Parent or Guardian's name: (please print)

Parent or Guardian's signature:

School: _____ Grade: _____ DOB: _____

Homeroom number: _____

**RETURN THIS FORM PROMPTLY TO YOUR
HOMEROOM TEACHER**

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TRANSCRIPT
2008-2009

If you wish to exclude your SAT/ACT scores from the transcript, please fill out the form below and return it to the guidance department before your transcript is sent to the colleges. Failure to submit the form indicates your approval to leave the scores on the transcript.

Please remove my SAT/ACT scores from my high school transcript.

_____ Name

_____ Date

_____ Student Signature

_____ Parent Signature

_____ Counselor Signature
(verification of receipt)

**RETURN THIS FORM PROMPLY TO THE
GUIDANCE DEPARTMENT**

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STUDENT HANDBOOK SIGNATURE PAGE
2008-2009

I am in receipt of the Blackstone-Millville Regional High School 2008-2009 student handbook. I have reviewed the handbook and understand that I must follow the rules and regulations established in the student handbook.

Student's name (print)

Date

Student's signature

As parents/guardians we have reviewed the contents of the 2008-2009 student handbook with our son/daughter.

Parent/Guardian's name (print)

Date

Parent/Guardian's signature

Homeroom number: _____

**RETURN THIS FORM PROMPTLY TO YOUR
HOMEROOM TEACHER**

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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
SIGNATURE PAGE
2008-2009**

If you do not want Blackstone-Millville Regional School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 19, 2008** or within two weeks of enrollment. Blackstone-Millville Regional School District has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

Student's name	Electronic mail address
Photograph	Date and place of birth
Major Field of study	Dates of attendance
Grade level	Participation in officially

Recognized activities and sports
Weight and height of members of athletic teams
Degrees, honors, and awards received
The most recent educational agency or institution
Attended

Student Name _____ Grade _____

Parent/Guardian Name _____

Date _____

RETURN THIS FORM TO THE GUIDANCE DEPARTMENT

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MILITARY OPT-OUT FORM
SIGNATURE PAGE
2008-2009

I/we request that my child's name and address be removed from the list provided to military recruiters.

Student's Name _____

Parent/Guardian Name _____

Signature _____

Date _____

RETURN THIS FORM TO THE GUIDANCE DEPARTMENT

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HEALTH RECORD NOTIFICATION
2008-2009

If you do not want your son/daughter's health records shared with authorized school personnel please sign below.

Student Name _____ Grade _____

Parent/Guardian Name _____

Date _____

PLEASE RETURN THIS FORM TO THE SCHOOL NURSE