

GENERAL INFORMATION

BLACKSTONE-MILLVILLE REGIONAL SCHOOL DISTRICT MISSION STATEMENT

The mission of the Blackstone-Millville School District, working in partnership with 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, 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.

MISSION OF THE MIDDLE SCHOOL

Through a collaborative effort of school, home and community, the Frederick W. Hartnett Middle School will create a safe, positive, supportive environment that will promote the growth and development of the early adolescent. It is our goal to address the diverse educational, social, emotional and physical needs of our students and to provide them with the opportunity to achieve their fullest potential.

Frequently Asked Questions...

- 1. What if my child IS ABSENT?** - Absence from school may result from illness or another urgent reason. When your child is absent from school, call **(508) 876-0190** by 8:30 A.M. on the day of the absence. Please include your child's name, grade and your name and a telephone number where you can be reached. Absent students are required to present a written excuse from the parent/guardian to the office within two (2) days of returning to school. See Attendance policy.
- 2. What if my CHILD NEEDS TO LEAVE EARLY?** - Give your child a note with name, time of dismissal, reason and your name and telephone number. This note should be brought to the main office before school. Your child will be given a pass from the school secretary to leave class at the designated time. Parents must pick up their child at the main office and sign him/her out. See Attendance policy.
- 3. What if my CHILD HAS FORGOTTEN SOMETHING AT HOME?** - Write the child's name and grade on the lunch, book, etc. and drop it off at the main office.
- 4. What if my CHILD IS BEING DISMISSED BY THE NURSE?** - The nurse will contact you or your designee to pick up the ill child. After signing in at the main office, please pick up your child in the nurse's office, which is located by the main office. The nurse will notify the main office of the dismissal.
- 5. What if I NEED TO GET A MESSAGE TO MY CHILD?** - Call the main office (508) 876-0190. Please do not leave a message on voice mail; we request that you speak to a person when leaving a message for your child.
- 6. What if I WOULD LIKE TO TALK WITH A TEACHER OR TEAM?** - Call the main office (508) 876-0190 and leave a message. Please include a daytime telephone number and home telephone number.
- 7. What if my child would like TO REACH ME DURING THE DAY?** - Students are allowed to use the office phone during their lunch. Students may request to leave the cafeteria for this purpose. We discourage students from leaving academic classes to call home unless there is

an emergency. Students may only use the main office phone for communication home. Cell phone use during the day as well as e-mailing is prohibited.

8. What if there is NO SCHOOL? - When school is closed due to inclement weather or any other emergency, no school announcements will be made over local radio stations WNRI, WOON, WPRO, WWLI, WLKW, WXLO & WSRS. In addition, television stations WBZ, WCVB, WHDH, will broadcast the cancellation, and Comcast Cable.

9. What if there are SPECIAL CONDITIONS REGARDING CUSTODY, ETC.? - **If there are restrictions and/or special conditions regarding parental contact with a student, it is the responsibility of the custodial parent to make the school aware of the situation. These restrictions must be on file at the school. Refer to page 31.**

EMERGENCY CONTACT PERSON - Only those listed on the registration form will be allowed to pick-up a child in the event a parent/guardian is unable to do so.

VISITORS - **All visitors must report to the main office before going to any other areas of the building.** Parents are always welcome to visit school and are encouraged to do so. If parents want to talk to a teacher regarding their child, they are asked to make an appointment with the teacher. This can be done by contacting either the teacher or counselor to schedule a conference.

ACADEMIC REGULATIONS

ATTENDANCE

Students are required to be in attendance on a daily basis in order to keep current with their school work. When an absence occurs, a student is **required to present a written excuse from the parent/guardian to the office within two (2) days of returning to school.** After 2 days without a written excuse, the absence becomes unexcused. After 3 unexcused absences, the principal or principal's designee will contact the parents/guardians to review the attendance policy and/or set up a conference.

If the student is absent for **3 consecutive days** or more a doctor's note must be presented to the main office upon return to school by the student. If the student fails to present the doctor's note the days will be considered unexcused.

It is the student's responsibility to request all work missed from the teachers when returning from **ANY** absence. It is the student's responsibility to make up any missing class work or homework. **After the third day of absence, parents may request homework assignments by calling the main office before 9:00 A.M.** Homework will be available for pick-up after 2:00 P.M. in the main office.

Students will be allowed the number of days absent, plus one (1) day to make-up and turn in work. For example, a student is out sick for three (3) days - all work is due by the end of the fourth day back. After this period of time, all missing work is recorded as a zero.

Section I: Excused Absences

The following are considered excused absences from school (all others are unexcused):

1. Illness, quarantine, doctor or dentist appointment
2. Death in family
3. Observance of a religious holiday
4. Summons to a court of law

5. Suspensions
6. Severe family emergency

Section II: Unexcused Absences

Parents will be advised of unexcused absences. After three unexcused absences, the principal or principal's designee will contact the parents to review the attendance policy and set up a conference if this has not already been done. The school officials will work with students and their parents to help correct the attendance deficiency.

(Note: Student vacations during normal school days are not excused.) Homework will not be provided prior to the vacation.

Section III: Early Dismissals

The student is expected to present a written note from the parent/guardian to the main office in order to be dismissed early. **The student is expected to bring the note to the office prior to 7:55 a.m.**

The parent/guardian must sign the student out in the Main Office. When returning to school the same day, the student must sign in at the Main Office.

In order to participate in after school district sponsored activities or evening functions, students may not be dismissed earlier than 11:00 AM on any given day unless that dismissal is deemed excused by the administration.

NOTE: Students will be released only to a parent or guardian unless specific arrangements have been made in advance.

Section IV: Tardiness

Students are considered late after 7:55 A.M. The tardy student must report to the main office to receive a tardy slip. Students are permitted four (4) tardies to school during a marking period. On the fifth, sixth, seventh, eighth, ninth, and tenth tardy to school, the student will be assigned a detention. If a student has been late to school ten or more times during the marking period, upon the eleventh tardy and each time there after the student will receive a suspension.

A new late record will be started for each marking period. **A late note from a parent/guardian is also required for every late arrival to school.**

In order to participate in after school district sponsored activities or evening functions, students must arrive to school by 11:00 AM on any given day unless that tardy arrival is deemed excused by the administration.

CHEATING POLICY

All assignments, quizzes, tests, and other graded work are to be the product of the individual student being evaluated. If, in the judgment of the teacher, a student uses another person's work and presents it as his own or her own, the student has committed plagiarism. The student is given a failing grade or a zero for that specific assignment and is subject to disciplinary action. Similarly, a student who allows another student to copy his/her work for purposes of the deception outlined above may receive a failing grade or be considered for disciplinary action at the teacher's discretion.

CHOICE OF TEACHERS

Students, on occasion, request a change in teachers for various reasons. Invariably, such requests are denied. We work hard to place all students in supportive, educational environments.

EXTRA HELP FROM TEACHERS

Teachers will give generously of their time after school to students. However, it is the responsibility of the student to request extra help and to make arrangements for it in advance. Students must have permission from a parent when staying after school for extra help.

GRADING POLICY

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 65 = D

64 - ↓ = F

Progress Reports

Mid-quarter progress reports are issued to all students. Reports are to be signed and the bottom tear-off section returned to school within three (3) school days or a consequence will result.

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. Parental signature is required. The notice of receipt must be returned within three (3) school days or a consequence will result. The final report card of the year is mailed home.

Honor Roll

After each quarterly marking period, an honor roll is published. This includes all students who achieve the necessary academic requirements. This list is posted in Team hallways and in local publications.

Honor Requirements

Students must earn a quarterly grade average of 80 or above in every class.

High Honor Requirements

Students must earn a quarterly grade average of 90 or above in every class.

HOMEWORK POLICY STATEMENT

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home. Well-chosen, clearly communicated homework is an integral part of the instructional process to extend classroom learning at the Frederick W. Hartnett Middle School. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also teaches students to work independently and to become more responsible for their own achievements.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an organization which promotes appropriate recognition of students who reflect outstanding accomplishments in the area of academics, character, leadership, service and citizenship. The Junior Honor Society's Blackstone-Millville Regional Middle School Chapter provides individual members the opportunity to share their talents with other students, their school and community.

7th Grade students who have obtained a cumulative scholastic average of at least 90% in the four (4) Core subjects in the first three quarters of their 7th Grade year are eligible to be considered for membership. Such students are invited to apply and are then evaluated on the basis of service, leadership, character and citizenship. Students may be removed from the NJHS if grades fall below 90 or if serious disciplinary infractions occur.

PROMOTION / RETENTION POLICY

The Blackstone-Millville School District encourages each student to strive to reach the highest level of achievement possible. The District will make every reasonable attempt to ensure that all children will succeed and progress through school in a timely fashion.

The promotion of each student in the school district will be determined individually. The decision to promote or retain a middle school student will be made on the basis of the following factors:

- Students must achieve a grade of 65 or above to receive credit for a subject.
- Students may be required to attend summer school if they fail a major subject with a final grade below 64. Impacted students will receive written notification of this requirement.
- Students who fail two or more major subjects may be retained.

The number of retentions any student may be allowed will be based on the individual student and his/her circumstances. The building principal will make the final decision.

After considering the criteria and meeting with the parents/guardians, the building principal will make the final decision regarding retention. The decision will be communicated to the parents/guardians.

If a parent/guardian does not attend the scheduled conference, notification to the parent/guardian of the retention decision will be made in writing.

Students referred to summer school must present to the principal sufficient evidence of their successful completion of summer course work by the end of August if promotion to the next higher grade level is to be granted.

RESPONSIBILITIES OF THE STUDENT

Each student has the responsibility to:

- develop good work and study habits
- write their assignments in their agenda
- clarify with the teacher any questions pertaining to instructions for homework at the appropriate time
- take home any materials and information needed to complete the assignment
- learn to budget his/her time
- take advantage of study time during the day
- plan long-term assignments so that they are not done all at once
- return all work completed to the teacher by the date requested
- make up work missed during an absence
- request the work from his/her teachers

With the assistance of their parents/guardians, students should do the following:

1. Set aside a time to do assignments.
2. Find a place free from excessive noise and other distractions in which to work.
3. Organize time so assignments can be completed in a reasonable length of time.
4. Carefully check the completed assignments.
5. Check assignments which are posted on-line at www.schoolnotes.com.

RESPONSIBILITIES OF THE PARENT/GUARDIAN

It is important for parent(s)/guardian(s) to support the teacher and school and to instill in the child an attitude that class work and homework are an important and necessary part of the learning process. Parents should:

- provide a quiet, well-lighted place in which their child may study
- encourage and support their child's efforts
- be available for questions, being careful to remember that homework is the child's responsibility, not the parent's
- set aside time to review their child's homework and to check it for accuracy and neatness as needed
- check student's daily agenda or appropriate web site

DISCIPLINARY REGULATIONS

BICYCLES, SKATEBOARDS, ROLLERBLADES

Students who choose to ride bicycles, skateboards or rollerblades to school **must** wear helmets. Refusal to comply with this safety regulation will result in disciplinary action.

CELL PHONES, RADIOS, MUSICAL INSTRUMENTS, ELECTRONIC EQUIPMENT, BEEPERS, ETC.

Cell phones and all electronic devices must remain off and in the student's locker during the school day. The playing of all musical instruments is restricted to the music department areas. Skateboards and video games are not allowed in school. Students may use personal laptop computers but may not utilize the Internet without appropriate supervision and permission. **The school assumes no responsibility for lost equipment.**

RESPECT OF PERSONAL RIGHTS

Respecting the rights of all members of our school community is a top priority in our building. Any actions which may compromise the rights of others will be considered a severe violation of a person's rights. Pictures taken without a person's knowledge is considered a violation of that person or persons' rights.

DISCIPLINE OPTIONS

The following is a brief summary of the disciplinary options which may be assigned to a student by a teacher and/or administrator:

Detention / Lunch Detention / One Period Suspension - A teacher has the right to remove a student from his/her class or activity for the balance of the teacher's supervision of the student that day. The student is assigned regular or additional work to be completed in another school setting. A removal by a teacher will be based upon a need to restore order to an atmosphere conducive to learning in the classroom or activity. If detention is assigned on the Discipline Notice, a twenty-four (24) hour notice will be given for detention scheduled before or after school. A class period or lunch detention will be served immediately.

Teacher Detention

Students may be assigned detentions by teachers. **Explanations or exemptions requested of the teacher assigning detention should be made after class period.** Students requesting explanations of behavioral consequences must wait until after class time to make this request.

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.

Families of students who do not report for a teacher assigned detention and who do not have an approved excuse will be contacted by the assigning teacher and an office referral will be filed by the teacher.

Office Detention

Students may be assigned Central Office detention for 1 to multiple days by the administration for infractions deemed outside of the teacher consequence realm. Students will be given 24-hour notice before serving an office detention. Students will be provided with a written description of the offense that resulted in the office detention to be read, signed by a parent, and returned to the school. Failure to report to office detention will result in additional office detentions. Continued failure to report to office detention will result in progressive disciplinary action.

Out of School Suspension

Out of School Suspension (OSS), for 1 - 10 days, is assigned by the administration. Out of School Suspension shall be made only after the administration has conducted a thorough investigation and has then determined that such suspension is necessary to prevent interference with an educational function or school purposes. **STUDENTS ARE NOT PERMITTED TO ATTEND OR PARTICIPATE IN EXTRA-CURRICULAR OR SCHOOL SPONSORED ACTIVITIES FOR THE DAYS ASSIGNED OUT OF SCHOOL SUSPENSION.**

Students on Out of School Suspension may not appear on school grounds, at activities or practices, or in the school for any reason, except with permission from an administrator. Parents must call ahead if a suspended student wishes to enter the building or be on school grounds. The parent must remain with the student and transport him/her on and off school grounds.

While on suspension, students may make up missed work. Parents/Guardians should contact the main office to arrange for the assigned work.

Suspension Procedures

When a principal (or designee) determines that a student should be suspended, the following procedure will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charge;
 - b. if the student denies the charges, a summary of evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, the nature of the student's misconduct, and the action taken by the principal.

**BEHAVIORAL CODES FOR
FREDERICK W. HARTNETT MIDDLE SCHOOL STUDENTS**

Behavior	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
<i>Chewing gum</i>	Teacher Consequence	Office Referral 1 detention	Office Referral 2 detentions	Office Referral 3 detentions
<i>Tardy to class</i>	Teacher Detention 3-5 times Tardy	Parents called. 2 office Detentions 6-7 Tardy	Suspension After 8 times tardy to the same class	Multiple days of suspension.
<i>Tardiness to school-per quarter</i>	Tardy 5 to 10 times - 1 Office Detention for each	Tardy 11 or more Times= Suspension		
<i>Possession of nuisance items such as: Laser pointers, toys, and any item that becomes a nuisance in class</i>	Item confiscated Parent notified to pick up item in office	Office Referral Detentions	Suspension	Suspension
<i>Violation of dress code</i>	Warning Change required	Change required Detentions Parents notified	Suspension	Suspension
<i>Cell phones/headphones/electronic equipment visible during school hours</i>	Item confiscated Parents notified to pick item up in office	Detentions assigned	Suspension	Suspension
<i>Energy Drinks on school property</i>	Item confiscated Parent notified to pick up item in the office	Detentions assigned	Suspension	Suspension
<i>Bus Violation</i>	Detentions/ Suspensions from bus	Detentions/ Suspensions from bus	Detentions/ Suspensions from bus/	
<i>Violation of Internet Acceptable Use Policy</i>	Parent called Internet access revoked			
<i>Failure to serve teacher and/or office detentions(s)</i>	Parent contacted Office Referral	Office referral Detentions doubled	Suspension	Suspension

Behavior	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence
<i>Truancy</i> <i>Students leaving school grounds without permission will be suspended; police will be notified</i>	5 office detentions	7 office detentions	8 office detentions File in the court system	Suspension
<i>INSUBORDINATION: Refusal to follow school or classroom procedures, directions, routines, or requests</i>	Warning Teacher consequence Detention(s) Parents notified	Office referral Office Detentions	Office referral Suspension	Office referral Suspension/Expulsion
<i>Disruption in the cafeteria (i.e. food throwing, yelling, moving around, misuse of food items/utensils, etc.</i>	Cleaning of area Lunch detention	Parents notified Lunch detentions	Removal from lunchroom Detentions	Suspension
<i>Disruption in class or other students' learning environment</i>	Warning Parents notified Teacher consequence	Office referral Detentions/ Suspension	Office referral Detentions/ Suspensions	Office referral Suspensions/Expulsion
<i>Hands on other students' property</i>	Warning Teacher consequence Parent notified	Office referral Detentions/ Suspension	Suspension	Suspension
<i>Reckless Behavior (including horseplay, running in halls and others)</i>	Office referral Detentions	Detentions/ Suspension	Suspension	Suspension
<i>Plagiarism</i>	Zero on the assignment Parents notified Detentions	Suspension Zero on assignment Detentions	Suspension Zero on the assignment Suspension	Suspension Zero on the assignment Suspension
<i>Cheating / copying another student's work</i>	Zero on the assignment Parent notified Detentions	Zero on the Assignment Detentions Parents notified	Zero on the assignment Suspension	Zero on the assignment Suspension
<i>Forgery</i>	Parents notified Detentions	Suspension	Suspension	Suspension
<i>Statements, gestures, actions of disrespect to self, staff or peers</i>	Office referral Detentions/ Suspensions/ Expulsions	Office referral Detentions/ Suspensions/ Expulsions	Office referral Suspensions/ Expulsions	Office referral Suspensions/ Expulsions
<i>Alcohol, Tobacco or Drug Use/Possession or paraphernalia in school, on school grounds or at school functions</i>	Suspension/ Expulsion Police will be notified	Suspension/ Expulsion Police will be notified	Expulsion	

Behavior	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
<i>Stealing/Vandalizing</i>	Restitution/ Suspension Police may be notified	Restitution/ Suspension Police will be notified	Restitution/ Suspension/ Possible Expulsion Police notified	Restitution/ Suspension/ Possible Expulsion Police notified
<i>Fighting</i>	Minimum of 3 day Suspension	Minimum of 5 day Suspension Police may be notified	Minimum of 10 day Suspension or Expulsion Police will be notified.	
<i>Safety Violation-Any behavior that potentially endangers the health and safety of any person</i>	Suspension/ Expulsion Police notified	Suspension/ Expulsion Police notified	Expulsion Police notified	
<i>Threats / harassment/ sexual harassment/ bullying/racial slurs</i>	Suspension/ Expulsion Police will be notified	Suspension/ Expulsion Police will be notified	Suspension/ Expulsion Police will be notified	Expulsion Police will be Notified
<i>Assault/ Battery teacher, staff or student</i>	Suspension/ Expulsion Police will be notified	Expulsion Police will be notified		
<i>Disruption of School Environment</i>	Suspension/ Expulsion Police notified	Suspension/ Expulsion Police notified	Expulsion Police notified	
<i>False accusations against a school employee</i>	Suspension/ Expulsion Police notified			
<i>Possession of weapon in school, on school grounds, or at a school activity</i>	Suspension/ Expulsion Police notified	Expulsion Police will be notified		

BEHAVIORAL CODE GUIDELINES / CLARIFICATIONS

Any behavior that is outrageous, overly disrespectful or dangerous, or not specifically stated in the matrix is subject to administrator review and assignment of consequences will result in an immediate office referral.

- ❖ A **drug** is defined as any substance, other than food, that changes the way the body or mind functions.

Bullying:

- ❖ Bullying is an intentional, hurtful act carried out repeatedly and over time, which harms, induces fear and/or creates terror in the victim. It is characterized by an imbalance of power between the victim and the aggressor, and can take several forms including physical, emotional and social bullying. It may be verbal in nature (i.e., name calling, teasing, threatening, gossiping, etc.), but can also take the form of non-verbal harassment such as poking, tripping, stealing, destroying the personal property of others, and/or ostracizing someone from a group.
- ❖ Bullying is different from fighting or teasing. What makes it different is the way the bully shows power over the victim. Bullies try to control others using scare tactics, and often will seek out victims who are alone, act very emotional, or who give in to others easily.
- ❖ Bullying acts or inappropriate communication that take place through electronic means, on-line, through text messaging, etc. will face the same consequences as verbal and physical bullying/harassment.

Suspension / Habitual Offenses

- ❖ During suspensions, students may not participate or attend any extracurricular activities until suspensions are complete.
- ❖ Any student who reaches a total of fifteen (15) days of suspension may be expelled from school.
- ❖ Any student who is subject to expulsion by the principal shall be notified in writing for an opportunity for a hearing. 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 suspension.
- ❖ Habitual offenders may be referred to the juvenile probation department at the District Court for an interview as a condition of their return to school.
- ❖ The Blackstone Police Department and the Millville Police Department may be notified of student suspensions.
- ❖ Students charged with any felony violations, related or unrelated to school, may be subject to the provisions of MGL 37H1/2.

Frederick W. Hartnett Middle School will afford due process rights to each student when disciplinary action against the student is contemplated. When a student misbehaves, a teacher or administrator may write a Discipline Referral Slip. All Discipline Referrals are recorded on a student behavior log. When a student receives three entries on the log, a letter will be mailed to the student's parent or guardian for informational purposes.

When a student receives 5 referrals, a conference will be arranged including parents/guardians, a team representative, counselor and an administrator. When a student receives 10 or more referrals, charges may be filed with the court system.

Note: Those policy offenses that are significant in nature may result in a significant disciplinary consequence.

STUDENT LIFE

ATHLETIC EXTRACURRICULAR ACTIVITIES

All students must maintain a full daily schedule with passing grades in all Core content classes to participate in Blackstone-Millville Regional Schools' Athletic offerings.

Each student participating in an athletic extracurricular activity shall be required to adhere to the rules of the **Massachusetts Interscholastic Athletic Association (<http://www.miaa.net/>)**, the rules of the Dual Valley Conferences, and regulations established by the **Blackstone-Millville Regional School District**.

Each student is required to have at least one physical examination each year to participate in all athletic organizations. 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.

INSURANCE COVERAGE IS MANDATORY FOR ALL PARTICIPANTS.

BUSES

Riding the bus is a **privilege**. Improper conduct on the buses will result in the privilege being denied. The school bus is the first and last classroom of the day; therefore, students are to maintain good discipline on the bus by remaining seated while the bus is moving, not tampering with the bus seats or equipment, not extending any part of the body from the bus, etc. **A school administrator has the authority to suspend a student from riding the school bus for inappropriate behavior.**

The school discipline code governs the students both to and from school, including bus pick up and drop off locations. **Smoking, fighting, vandalism, rowdiness, disrespect, bullying, and inappropriate language will not be permitted. The bus driver is responsible for student safety and should not be distracted in any way.**

Students may be suspended from riding the bus to and from school, suspended from school or assigned detentions for improper behavior.

CAFETERIA POLICY

Students may purchase a traditional school lunch each day or they may purchase items from the snack line. The snack line offers items such as sandwiches, snacks and drinks. Students may bring their own lunches to school as well. All students are expected to behave appropriately in the cafeteria and dispose of all trash items in the trash barrels provided. Lunch period is 25 minutes long.

1. All students sitting at a table are responsible for keeping their table and floor area clean.
2. Students are not allowed to cut into the cafeteria line unless given specific permission by the cafeteria staff or a lunchroom monitor and the line will close five minutes before student dismissal.
3. A student is allowed to leave the cafeteria only with permission from the cafeteria supervisor.
4. Students are expected to use common sense and manners while eating. Example: Throwing food and touching food on someone else's tray is absolutely forbidden.
5. Students are not allowed to throw or toss items in the cafeteria.

6. Students must follow the requests of cafeteria supervisors the first time given.
7. Except for special circumstances (i.e. lunch detention), students are not allowed to take any food or drink out of the cafeteria except for water which must be contained in a clear plastic container.
8. Other rules may be made and announced when deemed necessary as additional privileges are granted.

DRESS CODE

Our school administration and staff continue to encourage all students to be well groomed and neatly dressed.

The following items of clothing should NOT be worn to school or school activities (including, but not limited, to dances and field trips).

1. Mini-skirts, dresses which are backless, strapless, or have parts of the garment “cut out”, and dresses with spaghetti straps.
2. Halter or low cut tops, spaghetti straps, backless tops, tops with part of the front and/or back “cut out”, “see through/sheer” tops, muscle shirts, tank tops, mesh shirts, and sleeveless shirts (unless a T-shirt with sleeves is worn underneath or the sleeves must be at least three inches in width). SHOULDERS MUST BE COVERED.
3. Short shorts (less than fingertip length) cut-off shorts, and bicycle shorts with nothing worn over or under them.
4. Shirts which reveal the waist (midriffs).
5. Pants worn below the waistline revealing undergarments.
6. Pajama pants
7. Hats, caps and bandanas.
8. Jackets and coats which are designed as outerwear to be worn outside only.
9. Sunglasses.
10. Clothing which is excessively soiled or torn.
11. Clothing displaying vulgar writing or symbols, using sexual-references, or encouraging violence.
12. Clothing with alcohol, tobacco, or controlled substances advertisements or references.
13. Body piercing for middle school age students is strongly discouraged. Any piercing that represents a health issue, safety hazard, or distracts from the educational environment of a student or others will not be permitted. Chains must be kept in pockets and must not dangle.

Students who have questions about particular types or items of dress should talk to a counselor or an administrator. **REMEMBER, SCHOOL IS YOUR JOB; APPROPRIATE DRESS IS IMPORTANT!** Refer to the Behavioral Sanctions section of the handbook.

FIRE DRILLS

A printed card in each teaching area indicates the exit for that area when the fire alarm sounds. Fire drills are serious and are designed to protect students’ lives in the event of a real fire.

Students are to pass in absolute silence in line from all rooms to the exits assigned. Outside the building, teachers will take attendance and students are to remain silent and in line with their class until the signal is given to return to classes. The return is to be conducted in an orderly manner.

LOCKERS

All students will be assigned corridor lockers. They will be held responsible for the condition of their locker. Stickers, tape, etc. are not to be put on lockers. Students should clean out their locker regularly.

Students should not share lockers or combinations with anyone. Lockers are the property of BMRSD and are provided for student convenience only. The administration may check the contents of any locker with or without student permission.

LOCKERS MUST BE KEPT LOCKED AT ALL TIMES.

PARTIES

The school's policy is distinctly opposed to the practice of conducting student parties on school time. Unfortunately, we cannot celebrate such festive occasions including birthdays and holidays during school time.

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.

STUDENT COUNCIL

The Student Council is an organization with goals that include the following: develop leadership skills, promote harmonious relationships throughout the school, improve school spirit and morale, provide a forum for student expression and promote the general welfare of the school.

To be eligible for membership, a student must meet the requirements as set forth under the General Policies of the District policy. The nomination and election processes are open to 6th, 7th and 8th graders.

STUDENT EXPECTATIONS

Morning entry:

- Remove hats, IPODS, and other music devices upon entry into the building.
- Turn cell phones off.
- Remain in the Cafeteria or Lobby until 7:45 AM
- Speak to your peers in a respectful tone and do not use profanity or inappropriate gestures.
- Go to your locker, put away your back pack/ book bag and get materials for the morning.
- Put any and all electronic devices into locker making sure that they are turned off.
- Proceed directly to your homeroom for attendance.
- Be on time!

Classroom behavior:

- Arrive on time and with the necessary materials as well as a reading book.
- Be courteous and respectful to other students, faculty members and support staff at all times.
- Demonstrate good listening skills.
- Raise your hand when responding or contributing to class activities and/or discussion.
- Write down assignments in your agenda and put all required paperwork into organized binders or notebooks.

While in the hallways:

- Walk.
- Stay to the right.
- If going up and down the stairs, only use your designated side (A or B).
- Use normal voice level (don't shout).
- Keep your hands and feet to yourselves.
- Do not keep others from using their lockers.

Bus behavior:

- All students are assigned to a bus appropriate for their home locations.
- You may only ride another bus with an administrator approved note granting permission to ride a different bus.
- You must get on/off at your assigned stop.
- Behave appropriately; it is the first and last classroom of the day.
- Make good choices while riding to and from school.
- Enter and exit the bus in an orderly fashion.

Backpacks and book bags:

- Backpacks and book bags are not to be worn or carried during the school day.
- ALL backpacks and book bags are to be placed in lockers upon entry into the building in the morning and left there until dismissal at the end of the day.

WE ARE A HEALTHY SCHOOL; NO GUM AND CANDY DURING THE SCHOOL DAY.

SOLICITATION

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

TEXTBOOKS / MATERIALS

Textbooks are furnished for free and they should be regarded as valuable property. **All books should be covered immediately.** The student is responsible for all books, materials and equipment issued to him/her. If the item issued to the student is misplaced, stolen, or damaged, the student will be required to pay for the item before being issued another one. At the end of the year, all students are required to return all school owned resources in good condition. Failure to do so will result in a monetary obligation and potential loss of privileges.

<p style="text-align: center;">SCHOOL COMMITTEE POLICIES</p>

Appendix A**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 AAP's 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 student's 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

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.

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 Services or other supervisory personnel.

DISCIPLINING OF STUDENTS WITH 504S

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.

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.

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) students as a minimum. For middle school students traveling to such locations, the number of adults shall be increased to one for each (6-8) students as a minimum. For high school students traveling to such locations, the number of adults shall be increased to one for each (9-12) students 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 arraigned 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 not be permitted.

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.

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.

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, Kimberly B. Shaver-Hood, Assistant Superintendent of Schools, at 508-876-0137 for assistance.

Appendix B

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, Kimberly Shaver-Hood at 508-876-0122.

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.

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

As required by M.G.L. c. 71, §34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

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

(b) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal annually. The initial request must include the following:

1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07 (5) (a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
2. An affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

(c) The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

(d) Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).

(e) The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order, which prohibits the distribution of information pursuant to G.L.c.71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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.

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.

Appendix C

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 Richard Porter, District 504 Coordinator or our Title VI and Title IX District 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.

DISTRICT CONTACT NUMBERS

Title IX, VI Coordinator- 508-876-0137

District 504 Coordinator- Richard Porter - 508-876-0117

Homeless Liaison - Kimberly B. Shaver-Hood - 508-876-0122

English Language Learner Liaison - Kimberly Shaver - Hood - 508-876-0122

Superintendent of Schools - Dr. Christine Tyrie - 508-876-0137

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STUDENT/PARENT/GUARDIAN HANDBOOK

We have read and understood the contents of the Frederick W. Hartnett Middle School Student/Parent/Guardian Handbook

Student: _____ Grade: _____

Parent/Guardian: _____

Date: _____

USER AGREEMENT AND PARENT/GUARDIAN PERMISSION

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: _____

COMMUNICATION REQUEST

In an effort to preserve paper and copying costs, we would like to send information home via e-mail whenever possible. Our Monthly Newsletter this year will be sent via this method on the first Friday of every month. Please share with us your preferred e-mail address (es) for this purpose.

_____ I would prefer e-mail communication. Below is/are my e-mail address(es):

E-mail (please write clearly): _____

_____ I have no access to e-mail. Please send materials through the mail or with my child.

X2 PARENT PORTAL

You are invited to participate in the Parent Portal, a joint effort of the BMRSD Technology Department, the Blackstone-Millville Regional High School and the Frederick W. Hartnett Middle School. The student information system that we use, called X2 and produced by the X2 Development Corporation, has many features that support attendance, scheduling and report cards as well as serving as storage of demographic data on students and staff. X2 is an on-line application that has the capability of allowing parents to log on using their own family account so they can view various modules within the X2 database that pertain to their child(ren).

After signing up, you will receive a family username and password and directions on how to access the X2 portal.

Please submit the completed form below to the principal's office of your child's school. Also, please contact the office with any questions you may have.

STUDENT NAME _____

SCHOOL: _____ GRADE: _____

PARENT/GUARDIAN NAME: _____

RELATIONSHIP TO STUDENT: _____

OTHER CHILDREN IN THE BLACKSTONE-MILLVILLE REGIONAL SCHOOL DISTRICT:

NAME _____ SCHOOL _____

NAME _____ SCHOOL _____

NAME _____ SCHOOL _____

NAME _____ SCHOOL _____

NAME _____ SCHOOL _____

PARENT / GUARDIAN SIGNATURE

DATE

Please return this form with all beginning of the year forms.