

**OLD ROCHESTER REGIONAL SCHOOL DISTRICT**  
**MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION NO. 55**  
**Marion, Mattapoisett, and Rochester, Massachusetts**

**NON-DISCRIMINATION NOTICE**

The Old Rochester Regional School District and the Massachusetts School Superintendency Union No. 55, Marion, Mattapoisett, and Rochester, Massachusetts, are committed to equal employment and educational opportunity for all members of the school community. Students and employees are protected from discrimination on the basis of race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability in admission to, access to, treatment in or employment in its programs and activities.

The schools are also committed to maintaining a school and work environment that is free of harassment based on race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability. Harassment includes physical or verbal conduct that is derogatory; this may include jokes, gestures, unsolicited remarks, or other behavior that creates an intimidating or offensive working or learning environment.

A student or employee who has a concern about discrimination or harassment should inform the principal or the superintendent of schools, who will take appropriate steps to attempt to resolve the situation, such as discussion with involved persons, identifying and questioning of witnesses, and other appropriate steps. In most cases, a resolution will be achieved. However, if it is determined that a hearing is warranted, a hearing will be held before the Superintendent of Schools or a designated person of the superintendent's choice.

The goals of the above grievance procedures are to resolve complaints in a fair and timely manner and to ensure compliance with non discriminatory practices. Additionally, reprisals or retaliation against any individual who reports on, or files a discrimination or harassment complaint is strictly prohibited.

If you wish to discuss your rights, would like further information, or want to obtain help in filing a complaint, you may contact the Superintendent of Schools. The telephone number is (508) 758-2772 x 1956. Any person having inquiries concerning the School District's compliance with the regulations implementing Title VI, Title IX, Section 504, ADA, or Chapter 622 is directed to contact the Superintendent of Schools, who has been designated by the School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX Section 504, ADA, and Chapter 622, or write to:

Office for Civil Rights  
John W. McCormack Post Office and Courthouse  
Room 222  
Post Office Square  
Boston, MA 02109

LEGAL REF: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972

## 23-24 ORRJHS Student Handbook

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

M.G.L. 76:5; Amended 2011

M.G.L. 76:16

BESE regulations 603CMR 26.00 Amended 2012

BESE regulations 603CMR 28:00

CROSS REFS.: ACA-ACE, Subcategories for Nondiscrimination

GBA, Equal Employment Opportunity

IB, Equal Educational Opportunities

**Table of Contents**

<b>Section I -Academic Matters</b>	<b>6</b>
Core Subjects	6
Exploratory Subjects	6
Marking System and Achievement Grades	6
Exploratory Area Grades	6
Report Cards	6
Awards	7
Grouping	7
Guidelines for Promotion	7
Physical Education Requirements	8
<b>Section II - Discipline Policy</b>	<b>8</b>
Discipline Code	8
Detention	9
Disciplinary Sanctions For Harassment, Discrimination, And Hate Crimes	9
Glossary of Terms Related to Harassment, Discrimination, And Hate Crimes	9
Disciplinary Policy Regarding Civil Rights Issues	10
False Charges	11
Student Responsibilities	11
Protection Against Retaliation	11
Bullying Prevention and Intervention	11
Bullying and Cyberbullying	12
Definition of Bullying:	12
Glossary of Terms Related to Bullying	12
Prohibition of Bullying	13
Prohibition Against Retaliation	13
Reporting Bullying	13
Sexual Harassment	13
Use Of Detection Dogs On School Property	14
Search Procedures:	14
I. Category One Offenses (Major)	15
Category One Consequences	16
Statutory Offenses Included in Category One	16
II. Category Two Offenses (Major)	20
Category Two Consequences	21
III. Category Three Offenses (Minor)	21
Category Three Consequences	22
<b>Section III - Disciplinary Procedures</b>	<b>22</b>
I. General Disciplinary Process	22

## 23-24 ORRJHS Student Handbook

II. Procedure for Suspension of a Student for Ten Days or Less.	23
III. Procedures for Suspension in Excess of Ten Days	23
IV. Referral to the Superintendent	23
V. Procedure for Discipline For Students with Disabilities	23
VI. Planning Room	24
VII. Community Service	24
VIII. Saturday Detention	24
<b>Section IV - Other Policies</b>	<b>25</b>
Accidents, Illness, and Health Services	25
Addressing Parent/Guardian/Caregiver or Student Concerns	25
Advisory	25
Attendance, Tardiness & Work Makeup Policy	25
School Attendance	25
Absences Due to Illness	27
Arrival, Tardies & Make-up Policy	27
Assemblies	28
Athletics – see Intramurals	28
Band and Chorus	28
Book Bags	28
Breakfast	28
Personal Electronic Devices	28
Cafeteria	30
Care of Text and Library Books	30
Cell Phones	30
Change of Address or Telephone #	31
Commercial Activities	31
Computer Education	31
Conferences - Pupil/Teacher/Parent, Guardian, Caregiver	31
Courtesy	31
Dances	31
Dinner Dance for Grade Eight	32
Dismissals	32
Dismissals Other Than Illness or Accident:	32
Responsibility For Appearance (Dress Code)	32
E- Hall Pass	33
Extra Curricular Eligibility	33
Extra Curricular Activities	33
Field Trips	33
Fire Drill Regulations	34

## 23-24 ORRJHS Student Handbook

RTI Mod	34
Health Services	34
Health	34
Homework	35
Inclement Weather Procedure	35
Insurance	35
Intramurals	35
Library-Media Center	35
Lockers	35
Messages for Students	36
Safety Drills	36
School Council	36
Skateboards	36
Smoking	36
Special Services	36
Student Pregnancy	37
Student Records	37
Student Valuables	38
Substitute Teachers	38
Survival	38
S.C.O.P.E.	39
Staying after School	39
Supervision of Students Beyond Regular School Hours	39
Telephones	39
Traffic Regulations	39
Transitions	40
Bus Transportation	40
Truancy	42
Visitors	42
Walkers	42
Chromebook Care	42

**Section I -Academic Matters**

***Core Subjects***

Language Arts    Math  
Science            World Language  
Reading            Social Studies  
Computer Science

***Exploratory Subjects***

Band/Chorus    Physical Education  
Art                General Music  
Health            Music & Technology  
Technology & Engineering

***Marking System and Achievement Grades***

The symbols A, B, C, D, and F are used to indicate achievement. Plus (+) and Minus (-) reflecting "high" and "low" may be used in conjunction with all grades EXCEPT "D" and "F".

A	Excellent	A+	(97-100)
		A	(93-96)
		A-	(90-92)
		B+	(87-89)
B	Good	B	(83-86)
		B-	(80-82)
		C+	(77-79)
C	Average	C	(73-76)
		C-	(70-72)
D	Passing But Unsatisfactory	D	(65-69)
F	Failing	F	(0-64)
Inc.	Incomplete		

INC – Incompletes must be resolved within two weeks from the date term grades close, unless an extension is granted from administration.

Some teachers use a Standards-Based grading system. They will inform parents/guardians/caregivers and students regarding this at the beginning of their course.

***Exploratory Area Grades***

Please note that the Physical Education Department uses "Fitness Gram" instead of the marking system.

***Report Cards***

Report Cards are issued after the end of each quarter for quarter long courses, semester for semester long courses and trimester for year long courses. The marking system used here at O.R.R.J.H.S. is clearly stated on the card itself, as well as in the "Marking System" section of this handbook. At the end of the second trimester, a "potential failure" list will be submitted to the principal, and letters will be sent home to parents/guardians/caregivers.

## 23-24 ORRJHS Student Handbook

### **Awards**

At the end of the school year several awards are made to deserving students. Some of these include:

**Alice Ryder Book Award** - Presented annually by the Sippican Women's Club to an eighth grade Marion student with the highest average in Language Arts.

**"Ellie Award"** - This award is given annually to a student who, in the opinion of the guidance personnel, demonstrates the most "extraordinary, and laudatory learning, improvement, and effort."

**Mahoney Award** - This award is presented to the 8th grade student who has maintained the highest academic standing during their two years at ORRJHS.

**Principal's Award** – The principal will select a grade 8 student for this award based on unselfish service to our school, leadership, and overall excellence.

**E.A.S.P. Award** - The "Exploratory Areas Special Person Award" is presented to two students who are outstanding in ALL exploratory areas (art, physical education, technology education, music, computer science and health.) in terms of cooperation, attitude, and achievement.

**Washburn Award** - This award will be presented to a Marion student who displays the characteristics of good citizenship at school and in the community.

**Richard J. Mello "Spirit of Art" Award** - Presented to a student who demonstrates a love for art that reflects through their artwork and actions a positive attitude, exemplary work ethic, sense of responsibility and respect for others. The recipient of this award will have their name on a plaque to hang in the junior high school office.

**Robert A. Johnson "Humanitarian Award"**- This award was created and endowed by Mr. Robert A. Johnson, a long-time teacher and administrator at the junior high. The recipient, chosen by our grade 8 staff, is a grade 8 student who most genuinely "reaches out" to fellow students – with a sensitivity, compassion, and awareness of their individual needs and feelings.

The recipient of this award will have their name on a plaque to hang in the junior high school office.

**Joshua Garcia Award** - This award is given in the memory of Joshua Garcia, a former ORRJHS student, will be presented to an exceptional student pursuing a technical career by attending Upper Cape Cod Regional Technical High School. A committee will select the student based on qualities of outstanding work ethics and genuine sensitivity to classmates, traits exemplified by Joshua himself.

### **Grouping**

All students are grouped heterogeneously in all subjects. The only exception is Grade 7 Accelerated Math and Grade 8 Algebra. The Old Rochester Regional School District schools are philosophically supportive of the inclusion initiative.

### **Guidelines for Promotion**

An academic promotion will be awarded to students who pass their major subjects. Major subjects include English, Math, Science and Social Studies. It is the policy of Old Rochester Regional Junior

## 23-24 ORRJHS Student Handbook

High School that students pass four out of four major subjects to be promoted\*. Students failing one or two subjects are eligible to attend summer school and/or receive tutoring from a certified teacher approved by the principal. Students failing three or more subjects will be retained. (\*For students taking Algebra 1, the minimum percent for promotion is 55%. For any student who receives less than 70%, it is highly recommended that the student repeat Algebra 1 in high school.)

### ***Physical Education Requirements***

Our coeducational physical education program is a planned sequence of physical activities designed to meet our primary goal of demonstrated student improvement in aerobic capacity/endurance, flexibility, abdominal region strength and endurance and pectoral girdle strength and endurance.

All junior high school students are obliged to regularly participate in the Physical Education Program. The only students excused will be those who provide:

1. Certification in writing from a physician in good standing who specifically states that in their opinion, physical education exercise would be injurious to the child.
2. A written request signed by a parent/guardian/caregiver to be reviewed by the school nurse or administration.

Student athletes participating in the Junior High School Intramural and Interscholastic Program are required to participate in their regularly scheduled physical education class on game or practice days in order to be eligible to participate in said game or practice.

Shower facilities are provided in each locker room. Locks and lockers are available for student use. In addition, the following clothing is recommended: T-shirt or sweatshirt, shorts or sweatpants. The proper footwear is required. No sandals, flip-flops, slippers, or dress shoes. Improper attire will result in a warning. The second offense will be a detention.

## **Section II - Discipline Policy**

### **Discipline Code**

#### **Introduction**

Rules of behavior are necessary to protect the educational rights and privileges of all students. It is essential that all students accept personal responsibility for maintaining high standards of conduct, including the observance of all school rules. The purpose of the Old Rochester Regional Junior High School discipline policy is corrective; it is to encourage students to improve their conduct. The ultimate goal of the school's discipline code is to assist students to show respect for others and their property, as well as for themselves.

At ORRJHS, the core of behavior expectations center around our motto “**O**perate **R**esponsibly and **R**espectfully.” We ask our students to take a look at themselves and their actions. Being responsible is defined by such things as being prepared for class, having materials, keeping the hallways clean, etc. Being respectful is defined as having common courtesy, treating others kindly, saying please and thank you, etc. Students are reminded of these goals through posters that hang in the hallways, discussions with teachers, and as a topic of the advisory program.

Students are expected to comply with school rules and accept the leadership of teachers and school staff. Students should fully understand that any staff member in the building has the authority to correct misconduct at any time. Students must adhere to school rules not only on school grounds, but also on the way to and from school, on school buses, during extracurricular activities, field trips and any other



time when they are under school supervision. All students must also comply with state and federal laws as they apply to the conduct of minors and juveniles.

In general, the school identifies three categories of misconduct, with Category One encompassing the most serious offenses. Below, under each of the three categories, are examples of misconduct, which fall within that category. Although most punishable offenses are included within those examples, it must be recognized that these lists cannot be exhaustive. In the case of certain offenses, particular disciplinary action is noted after the offense. At the end of each category is a description of the range of discipline, which may be imposed for violations within that category, where specific disciplinary action has not already been noted. While the school's determination of whether or not misconduct has occurred is based solely on the facts of the incident in question, its determination of the appropriate response to misconduct is based on several factors, including the severity of the offense, the student's past disciplinary record and any other mitigating or aggravating circumstances that are relevant. The school reserves the right to impose different penalties than those noted based upon the circumstances of the offense. *Note:* There is no academic penalty for students who receive a suspension.

### **Detention**

Detention is a time when the student is assigned to stay after school for infractions of unacceptable student behavior. Students should fully understand that any staff member in the building has the authority to correct misconduct at any time. Therefore, it is possible that one of them might assign a detention to a student who is not a member of their "team." During detention, there will be complete silence except during emergencies. Students assigned to a detention should bring suitable work or reading material in order to keep occupied. If a student does not report to detention with suitable work or reading, an additional detention may be assigned. If for some legitimate reason the student cannot remain after school for a detention on the assigned day, it is the student's responsibility to see the assistant principal prior to leaving in order to reschedule the detention. Failure to report to a detention will result in the assignment of additional detention sessions.

### **Disciplinary Sanctions For Harassment, Discrimination, And Hate Crimes**

This section of the student discipline policy has been adopted from the Attorney General's Safe School initiatives.

### **Glossary of Terms Related to Harassment, Discrimination, And Hate Crimes**

*Discrimination:* Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of an individual's actual or perceived race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status). The Old Rochester Regional School District does not discriminate on the basis of race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of membership in a protected class.

*Harassment:* Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related event, function or activity relating to an individual's actual or perceived race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities, by creating a hostile, humiliating, intimidating, or offensive educational environment. For purposes of this

## 23-24 ORRJHS Student Handbook

policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment.

*Retaliation:* Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under the district's Comprehensive Civil Rights Policy, or for taking action consistent with the policy.

*Hate Crime:* A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of their actual or perceived race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status). The Old Rochester Regional School District does not discriminate on the basis of race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status). A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

### **Disciplinary Policy Regarding Civil Rights Issues**

Old Rochester Regional Junior High School prohibits all forms of harassment, discrimination, and hate crimes based on the following protected categories: The Old Rochester Regional School District does not discriminate on the basis of race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status).

The Old Rochester Regional Junior High School also prohibits bullying, as defined below. This school will also not tolerate retaliation against persons who take action consistent with this disciplinary policy. The prohibition against harassment, discrimination, hate crimes, bullying and retaliation applies to all students on all sites and activities the district supervises, controls, or where it has jurisdiction under the law, including on school premises and school-sponsored functions, events or activities, including field trips, athletic activities and school-related transportation. Reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime may be filed, and will be investigated.

### **Permissible Disciplinary Sanctions and Corrective Actions in Response to Bullying, Discrimination, Harassment or Hate Crimes**

Disciplinary sanctions and corrective actions may include, but are not limited to, one or more of the following:

1. A written warning
2. Parent/Guardian/Caregiver conferences
3. Classroom transfer
4. Limiting or denying student access to a part or area of a school
5. Adult supervision on school premises
6. Exclusion from participation in school-sponsored functions, after-school programs, and /or extracurricular activities
7. Short-term or long-term suspensions
8. Exclusion, expulsion, or discharge from school
9. An apology to the victim
10. Awareness training (to help students understand the impact of their behavior)
11. Participation in empathy development, cultural diversity, anti-harassment, anti-bullying or intergroup relations programs

12. Mandatory counseling or
13. Any other action authorized by and consistent with the disciplinary code.

### **False Charges**

Any student who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective actions(s) detailed above.

### **Student Responsibilities**

Students are responsible for:

1. Ensuring that they do not harass or discriminate against another person on school grounds or in a school-related function, event or activity because of that person's race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status).
2. Ensuring that they do not bully another person on school grounds or in a school-related function, event or activity
3. Ensuring that they do not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime, and
4. Cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.

### **Protection Against Retaliation**

The school will take appropriate steps to protect students from retaliation when they report, file a complaint of, or cooperate in an investigation of a violation of the District's Discipline Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action, including short or long-term suspension, exclusion or expulsion.

### **Bullying Prevention and Intervention**

On May 3, 2010, Governor Patrick signed An Act Relative to Bullying in Schools. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the (M.G.L. c. 71 § 370) that are important for students and parents/guardians/caregivers to know are described below.

These requirements are included in the Old Rochester, Marion, Mattapoisett and Rochester School District's Bullying Prevention and Intervention Plan. The Plan will include the requirements of the law, and also information about the policies and procedures that the school or school district will follow to prevent bullying and retaliation, or to respond to it when it occurs.

You may not engage in any form of bullying or cyberbullying. See below for definitions from state law. Why? It is against the law. It is also common decency, and everyone has a right to feel safe in and out of school. What happens? Every reported act of bullying or harassment will be investigated. Parents/Guardians/Caregivers of offenders and victims will be contacted in cases of confirmed bullying. The consequences of bullying may range from detention to expulsion. The police may also be contacted.

### **Bullying and Cyberbullying**

Students may not engage in bullying or cyberbullying. Massachusetts's law gives school officials the power to investigate and discipline bullying that occurs on or off school grounds (e.g., cyberbullying from a home computer) if that bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators. Targets of bullying should seek help from an adult in the school community whom they trust. That adult will immediately inform the administration. Students who bully other students can expect a full investigation by administration, parental contact, and, depending on the severity of the bullying, remediation and disciplinary action ranging from warnings and behavior agreements to expulsion and police notification.

### **Definition of Bullying:**

The repeated use by one or more students [aggressor(s)] of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to themselves or of damage to their property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of requirements related to this law, bullying shall include cyber-bullying.

### **Glossary of Terms Related to Bullying**

*Perpetrator* is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional who engages in bullying, cyberbullying, or retaliation.

*Cyberbullying* is bullying through the use of technology or any electronic communication which shall include but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligences of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system, including but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person real or fictitious or (ii) the knowing impersonation of another person as the author of the posted content and messages, if the creation or impersonation creates any of the conditions for the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person of the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution creates any of the conditions that define bullying.

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

*Target* is a student against whom bullying, cyberbullying, or retaliation is directed.

*Retaliation* is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### **Prohibition of Bullying**

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a computer or over the Internet).
- at any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process of the orderly operation of a school.

### **Prohibition Against Retaliation**

Retaliation against a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about bullying is prohibited.

### **Reporting Bullying**

Anyone, including a parent/guardian/caregiver, student, or staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. A “bully box” is located outside the front office and a bully reporting link is available on the ORRJHS website. Please note: According to law, “no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.”

School staff members must report immediately to the principal or the principal’s designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals. When the school principal or principal’s designee receives a report, an investigation will be conducted. If the school principal or designee determines that bullying or retaliation has occurred, the following will take place: (i) notify the parents/guardians/caregivers of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents/guardians/caregivers of an aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor. Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

### **Sexual Harassment**

We are committed to providing an educational environment that is free of sexual harassment. Sexual harassment is unacceptable and will not be tolerated in any form at any level of the school system. Any student or employee found to have condoned or engaged in sexual harassment may, depending upon the extent of their participation, be subject to disciplinary sanctions, up to and including suspension, in or out of school, or permanent exclusion from school in the case of a student, and up to and including termination of employment, in the case of an employee.

## 23-24 ORRJHS Student Handbook

If students or employees believe that they have been subjected to sexual harassment, whether by a student, a school employee, or any other person who comes on school property with permission, or that they have witnessed the sexual harassment of another, the student or employee should report the incident promptly to the Principal, the Assistant Principal, the Superintendent, the Assistant Superintendent, or any other administrator with whom the student or employee feels comfortable.

A complaint of sexual harassment by a student, or by a parent/guardian/caregiver on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the appropriate administrator to initiate an investigation.

It is the policy of the school committee to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. Normally, the Principal/Assistant Principal will conduct the investigation of a complaint of sexual harassment or a designee selected by the Principal and will include separate private interviews with the complainant, each person accused of harassment and each of the witnesses, if any. The administrator conducting the investigation will ordinarily document the interview, but those interviewed may also be asked to provide a written statement. All students and employees are expected to cooperate fully with any investigation of sexual harassment. Information provided during an investigation of sexual harassment may be shared and the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recriminations or any attempted intimidation or coercion of the complainant or witnesses. At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and the person or persons accused of harassment. If the complainant or the accused is dissatisfied with the results of the investigation, either may discuss the issue directly with the superintendent.

### **Use Of Detection Dogs On School Property**

Old Rochester Regional Junior High School Administration is committed to providing students with a safe environment that is free of drugs and other contraband. To ensure a safe environment for all students and staff and reinforce the message that drugs and other contraband will not be tolerated in school, the junior high school principal and assistant principal may conduct searches of the building for such items using the assistance of the Mattapoisett Police Department, the Sheriff's Office, Massachusetts State Police, and canines (K-9's) trained for such searches. The school administration will rely on the Mattapoisett Police Department or other law enforcement agencies to provide canines for searches. If canines from other agencies/organizations are used, steps will be taken to ensure that their reliability and accuracy have been established.

### **Search Procedures:**

1. Each canine will be accompanied at all times by a qualified and authorized trainer who will be responsible for the dog's actions. One or more administrative staff members will be assigned to accompany the canine units.
2. Just prior to the beginning of the search, the administration will institute a "stay in place" order. Teachers should close their doors and keep students inside rooms until further notice. If a student needs to leave for an emergency, an administrator will escort them away from the area.
3. Canines and handlers will only work in the area designated by the principal. No variations will be permitted. If during the search the canine detects drugs and/or other contraband in a locker area or backpack or other particular area, administrators will mark the item and record time and place.

## 23-24 ORRJHS Student Handbook

4. When a locker or backpack has been indicated, an administrator will make every effort to keep it under supervision until the search is completed.
5. If contraband is not found where a canine has indicated, the parent/guardian/caregiver and student will be so notified. If contraband is found, the student will be afforded due process as provided by the Student Handbook prior to any disciplinary action.
6. School officials will refer students suspected of criminal activity to the police.

The above considerations and procedures are designed to serve merely as guidelines when conducting canine searches at the junior high school. Whether or not set forth in the guidelines, the principal/designee is authorized to take the steps necessary to effectively respond to circumstances as they may arise, so long as the steps comply with basic legal principles governing the search of students and their belongings in a school setting.

### 1. Category One Offenses (Major)

NOTE: Police may be notified in the event a student commits a Category One offense, and personal items may be handed over to the police.

- A. Use, possession, purchase, sale or other transfer or distribution, or the attempt to use, possess, buy, sell, transfer or distribute, any alcoholic beverages as defined in Massachusetts General Laws Chapter 138 or any illegal drug. See also letter J below.
- B. Physical violence, including but not limited to fighting.
- C. Vandalism or malicious destruction of or damage to public or private property.
- D. Theft.
- E. Bullying/Harassment, including but not limited to sexual harassment. (See Sexual Harassment Policy page 14-15.) (See Bullying policy page 14.)
- F. Assault or intimidation, which threatens or puts a person in fear for their safety.
- G. Any criminal acts, whether a misdemeanor or felony.
- H. Possession of a weapon or a hoax device or a facsimile of a weapon and any unauthorized object that could be injurious to health or safety or could damage the school facility. The local police will be notified of such possession.
- I. Any intentional or reckless action, which creates a reasonable likelihood that the health, safety or well being of any student, faculty member or other individual may be endangered.
- J. Possession of any object that may be used as drug paraphernalia.
- K. Possession of fireworks. Possession and/or use of a cigarette lighter or matches in school or on school property.
- L. Falsely activating a fire alarm, setting a fire, making a bomb threat or any other threats or taking any action that places any person or the school at risk of harm.
- M. Use or possession of any tobacco product, including smoking tobacco or chewing a smokeless tobacco product. This includes any vaping product as well, with or without the use of tobacco. A 1<sup>st</sup> offense will receive a 1-day planning room; or out of school suspension; any subsequent offense will receive at least a 2-day suspension.
- N. Insubordination.
- O. Use of vulgar or profane or otherwise disrespectful language or actions to any faculty or staff member or student.
- P. Disruption or other disorderly conduct while within the planning room program.
- Q. Misuse of computer hardware and/or software.
- R. Civil rights violations or hate crimes. This range of behavior extends to graffiti, to threats, to actual assaults and is directed to an individual (or group) because of the individual's race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status).

S. Possession of any form of pornography.

(Note: Currently in the Commonwealth of Massachusetts, a minor caught sexting images of other minors or images of themselves could be prosecuted under Massachusetts' child pornography laws.)

### Category One Consequences

Except as otherwise provided as above, discipline imposed for Category One violations may include one or more of the following: 1) suspension in and/or out of school; 2) loss of student privileges, including the privilege of participating in school activities; 3) referral to the Superintendent of Schools for review and possible imposition of more stringent sanctions; 4) assignment to the Planning Room. Restitution and/or restoration will be required of the student when deemed appropriate by the School. The student may also be referred to Guidance. The student's parents/guardians/caregivers will be notified and a parent/guardian/caregiver conference held. The Superintendent of Schools, the School Committee and the police may also be notified.

If students commit a second offense within this category, they may be referred to the School Committee for a hearing and possible permanent expulsion. The School reserves the right to refer students to the School Committee for disciplinary action on the first offense for any Category One infraction that, because of its circumstances, is determined by the School to be serious enough to warrant such action.

### Statutory Offenses Included in Category One

A. *Massachusetts General Laws Chapter 71, Section 37H*. In accordance with MGL Chapter 71, Section 37H, the following is incorporated into Category One of the disciplinary code:

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

**(b)** Any student who assaults a principal, assistant principal, teacher, teacher's assistant or 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.

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

After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

**(e)** As of April 4, 1994, when a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.



## 23-24 ORRJHS Student Handbook

B. *Massachusetts General Laws, Chapter 71, Section 37H1/2: MGL Chapter 71, Section 37H1/2* authorizes the school principal to suspend a student who is charged with a felony or who is the subject of a felony delinquency complaint if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school.

The principal is authorized to expel a student, who is convicted or pleads guilty to a felony or felony delinquency, if the principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. Expulsion may be imposed whether the offense occurs on or off school property and regardless of whether the offense is or is not school-related.

The student suspended or expelled may appeal to the superintendent, provided it is done in writing within five calendar days following the effective date of the suspension or expulsion. The superintendent will hold a hearing at which the student has the right to counsel and at which the student may present testimony on their own behalf.

(In addition, under MGL Chapter 71, Section 37L, when a student uses or possesses a dangerous weapon on school premises, school officials are required to report the incident in writing to the Superintendent. The Superintendent must provide a copy of the report to the local chief of police, the Massachusetts Department of Social Services, the Office of Student Services, or the equivalent, and the School Committee. Assessment and counseling may be required, in addition to any disciplinary action taken.)

C. *Massachusetts General Laws, Chapter 71, Section 37H3/4:*

Offenses: Any offense that is not addressed in 37H or 37H ½.

Consequence: May not suspend a student from school long-term (i.e. more than 10 days) until other remedies and consequences have been considered; consider ways to re-engage the student in learning.

Consequences other than suspension may draw from evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and behavioral interventions and supports.

No student may be suspended for more than 90 school days in a school year.

Due Process: Except for in-school suspension and emergency removals, prior oral and written notice of the charge to the student, and to the student's parent/guardian/caregiver, and the opportunity for a meeting/hearing with the principal is required before suspension takes effect.

Principal must make and document reasonable efforts to include the parent/guardian/caregiver in meeting/hearing with the student.

Principal must audiotape the hearing if requested by the parent/guardian/caregiver and all those attending the hearing must be informed of the taping.

Following a hearing, the principal must provide a written decision; and if a long-term suspension is imposed, must inform the student and parent/guardian/caregiver in writing of the right to appeal to the superintendent and the process to be followed.

Appeal from Principal's Decision: Timeline for requesting appeal: written request not later than 5 calendar days following effective date of suspension; parent/guardian/caregiver can request extension for up to 7 calendar days, which must be granted.

## 23-24 ORRJHS Student Handbook

The superintendent must hold a hearing within 3 calendar days of the parent's/guardian's/caregiver's request for a hearing. The student or parent/guardian/caregiver may request up to 7 additional calendar days. If so, the superintendent must allow the extension. The superintendent may have the hearing without the parent/guardian/caregiver if the superintendent has made a good faith effort to include the parent/guardian/caregiver.

The student has the right to present oral and written testimony, to cross examine witnesses, and to counsel at their expense at the hearing.

The superintendent must audiotape the hearing and notify hearing participants that the hearing will be taped.

The superintendent determines the facts and consequences, if any, but cannot impose a consequence greater than the principal decided. A written decision is due within 5 calendar days of the hearing.

### *D. The Federal Gun-Free Schools Act*

In accordance with the federal Gun-Free Schools Act, the School will expel for one year any student who is determined to have brought a firearm to school, unless the superintendent determines, on a case-by-case basis, that a lesser punishment is warranted.

### *E. Drug-Free School and Communities Act*

The federal Drug Free Schools and Communities Act requires all schools to adopt and implement a program to prevent the use of illegal drugs and the abuse of alcohol by students and employees as a condition of the school receiving federal funds or any other form of financial assistance under any federal program. The school in compliance with the requirements of that Act is issuing this policy. Compliance with this policy is mandatory. Students of the school and their parents/guardians/caregivers, as well as school employees, are reminded of the requirements of this policy annually.

Old Rochester Regional Junior High School strives to provide a safe and healthy environment in which to work and study.

We believe that both students and employees share that goal. We also believe that drugs and alcohol have a harmful effect on academic and job performance, safety, productivity and relationships with family and friends.

(a) Prohibitions: The School prohibits the unlawful possession, use or distribution of illegal drugs and alcohol by any student or employee of the School while on School premises, while performing any work for the School, on or off its premises, or while otherwise participating in any School activity, on or off School premises.

In addition, students are prohibited from participating in any School activity, on or off School premises, while under the influence of alcohol or illegal drugs. Employees are prohibited from reporting to work or performing job-related activities, on or off School premises, while under the influence of alcohol or illegal drugs.

(b) Definitions: For purposes of this policy, the term "illegal drugs" is defined as controlled substances that cannot be obtained legally or that, although available legally, have been obtained illegally. "Illegal drugs" include not only "street" drugs, but also prescription drugs that have not been lawfully prescribed for the individual.

"Controlled substances" are those substances listed on Schedules I through V of the federal Controlled Substances Act. Controlled substances include, for example, narcotics such as codeine and heroin,

## 23-24 ORRJHS Student Handbook

depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD and phencyclidine or "PCP" and cannabis (marijuana).

For purposes of this policy, "distribution" of alcohol or an illegal drug includes any purchase sale or other transfer of the substance in any amount.

This policy does not prohibit use by an employee or student of a prescription drug prescribed for the employee or student by a licensed physician, provided that the drug is used in accordance with the physician's instructions and in a therapeutic dosage.

(c) Sanctions for Non-Compliance: Employees and students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy.

A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the School. An employee who violates any provision of this policy is also subject to disciplinary action, up to and including immediate dismissal.

Also, in appropriate circumstances, as determined by the School, law enforcement may be notified. Unlawful possession, use or distribution of drugs or alcohol may subject an employee or student to criminal penalties. A listing of criminal penalties, under federal law, for drug trafficking and a summary of sanctions under federal, state and local laws for illegal drug and alcohol activities are available.

For sanctions imposed on students for first and subsequent offenses, consult Rule D above and Category One Consequences, below.

(d) Rehabilitation: The use of illegal drugs and the abuse of alcohol may have serious effects on the health and safety of an employee or student. It can also seriously interfere with the individual's judgment and with their job or academic performance. A summary of the uses and effects of some of the more common drugs of abuse and of alcohol is available.

The School strongly encourages employees and students to seek assistance for problems of drug and alcohol abuse before a violation of this policy and disciplinary action occurs. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available.

### *F. Anti-Hazing Laws- Massachusetts General Laws, Chapter 269, Sections 17 and 18 & 19.*

MGL Chapter 269 Sections 17 and 18 prohibits hazing. Section 17 provides: "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 one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by 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 other person. Such conduct shall include whipping, beating, branding, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or 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."

Section 18 provides: "Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars."

Section 19 provides. “Each institution of secondary education and each public and private institution of postsecondary 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 of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

A student who is an organizer or participant in hazing is subject to Category I sanctions as well as criminal prosecution.

### **II. Category Two Offenses (Major)**

- A. Disruption of a class, detention or any other school activity to the point of being sent from that class or activity.
- B. Unexcused absence from school or class.
- C. Leaving class or school grounds without permission.
- D. Failure to attend detention. The detention must still be served and a second detention will be assigned.
- E. Forging signatures, notes or official documents, including but not limited to report cards, field trip permission forms, dismissal notes, tardy notes, bus notes and passes.
- F. Truancy. (For a 1st offense, 5 days of detention; for a 2nd offense, a two-day assignment to the Planning Room will be made.)

## 23-24 ORRJHS Student Handbook

- G. Bus Conduct Referrals. (See Transportation Policy.)
- H. Being in an unauthorized area and/or using school property or equipment without permission.
- I. Cheating and/or plagiarism.
- J. Misuse of computer hardware and/or software or any violation of the computer/internet agreement.
- K. Being tardy to class five or more times in one term.
- L. Repeated (3 or more) violations of any school rules, regulations or procedures otherwise subject to Category Three discipline.
- M. Refusal to do school work.
- N. Receiving five detentions in one term or eight detentions in one academic year.
- O. Inappropriate physical contact.
- P. False bullying reports.
- Q. Lying/misrepresenting the truth.

### Category Two Consequences

Discipline imposed for Category II violations may include one or more of the following: 1) suspension in and/or out of school for up to five (5) days; 2) loss of student privileges, including the privilege of participating in school activities; 3) assignment to the Planning Room. Restitution and/or restoration will be required of the student when deemed appropriate by the School. The student may be referred to guidance. The student's parents/guardians/caregivers may be notified and a parent/guardian/caregiver conference held. The Superintendent of Schools may also be notified.

For any subsequent offense within this Category, the student is subject to more severe discipline, including Category One sanctions.

### III. Category Three Offenses (Minor)

- A. Tardiness to school more than three (3) times in a marking period or a subsequent tardiness in a marking period.
- B. Failure to follow one's schedule as published.
- C. Failure to follow rules and procedures regarding tardiness, absences or dismissal not otherwise subject to discipline under Category One or Two.
- D. Unauthorized purchase or sale of any item.
- E. Throwing food.
- F. Violation of pass restriction.
- G. Failure to pay for athletic equipment, library books, textbooks or other school property damaged or not returned.
- H. Possession and use of the following during the school day (7:10am – 2:04pm): electronic equipment, including but not limited to: audio, video and communication devices unless approved by administration and/or team for educational use only - see BYOT section of the handbook.
- I. Failure to sign in when arriving late to school.
- J. Possession of a water pistol or the like.
- K. Unauthorized use of the elevator.
- L. Gum chewing.
- M. Failure to bring work materials to class (e.g., pencils, notebooks, books)
- N. The wearing of a vulgar or suggestive tee shirt, a hat, or any other article prohibited in this handbook or other school publication.
- O. Behavior that interferes with the smooth, orderly and efficient running of the School, which is not otherwise identified as a Category One or Category Two offense.
- P. Inappropriate public displays of affection in school or on the school bus.

Q. Inappropriate use of a laser pointer.

R. Failure to follow any other rule, regulation or procedure set forth in this handbook or published in the daily bulletin that is not otherwise identified as a Category One or Category Two offense.

### **Category Three Consequences**

Discipline imposed for Category Three violations may include one or more of the following: 1) a warning; 2) loss of student privileges, including the privilege of participating in school activities; 3) Assignment to one or more lunch detentions; 4) assignment to one or more after-school detentions; 5) assignment to the Planning Room. Restitution and/or restoration will be required of the student when deemed appropriate by the School. The student's parents/guardians/caregivers may be notified.

Subsequent violations within this Category may subject the student to more severe discipline, including Category Two sanctions. If violations continue after Category Two sanctions have been imposed, the student may be subject to Category One sanctions.

## **Section III - Disciplinary Procedures**

### **I. General Disciplinary Process**

In administering this discipline code, the School strives for fairness and consistency. In dealing with disciplinary issues, the School generally follows the following steps:

#### Teacher and Team Process

1. Reprimand - Warning
2. Teacher-assigned detention
3. Referral to Guidance
4. Referral to Office to initiate Administrative Process.

In general, a student's parents/guardians/caregivers will be notified when discipline is necessary after an initial reprimand. If discipline continues to be necessary after a teacher-assigned detention, the team may require a meeting with the student and/or the student's parent(s)/guardian(s)/caregiver(s).

#### Administrative Process

1. Reprimand/Silent Lunch
2. Assigned office detention
3. Suspension warning
4. Planning Room or Suspension

The administrative process generally is begun with parent/guardian/caregiver contact. The nature of the offense and the particular circumstances determine whether or not all the steps in the above sequences are followed. Disciplinary steps may be omitted or repeated as the School determines appropriate. In the case of minor offenses, the disciplinary process generally begins with the Teacher and Team Process. More serious offenses may be referred immediately to the office. When appropriate, as determined by the School, law enforcement agencies may be notified. Such circumstances may include, for example, theft or an offense involving alcoholic beverages or an illegal drug.

## **II. Procedure for Suspension of a Student for Ten Days or Less.**

Generally, notice and a hearing will precede removal of a student from School, subject to the exception noted below. Except as otherwise provided under Category One, Rule D above for disciplinary issues arising under MGL Chapter 71, Section 37H, the notice and hearing procedure will be as follows:

A. The designated disciplinarian will give the student oral notice of the charges against them and if the student denies the charges, an explanation of the evidence and an opportunity to present their version of the facts.

B. If the designated disciplinarian, after the informal notice and hearing described in paragraph A directly above, decides to suspend the student, s/he will inform the student of the length of the suspension which will not exceed ten days. The student with their parent/guardian/caregiver has the right to an appeal.

C. *Exception.* If a student's presence poses a continuing danger to persons or property, or is an ongoing threat of disrupting the academic process, that student may be immediately removed from school. Within 72 hours of the student's removal from school, the student will be given notice of the charges against them and a hearing as provided in paragraph B directly above.

## **III. Procedures for Suspension in Excess of Ten Days**

The student shall be given written notice of a hearing stating the charges against them. The student shall have the right to be represented by an attorney at no cost to the school, and shall have the right to present any evidence that the student wants the official hearing the case to consider. After the close of the hearing, the official hearing the case shall render a written decision.

## **IV. Referral to the Superintendent**

Students who are suspended more than three times, may be referred to the Superintendent. Referral may be made at an earlier point if the nature and severity of the student's offense so warrants.

Following a hearing, the Superintendent of Schools may impose an in-school or out-of-school suspension for as much as twenty days for violation of school rules or regulations. The Superintendent, at his/her/their discretion, may refer the student to the School Committee.

## **V. Procedure for Discipline For Students with Disabilities**

If a suspension of more than ten days is proposed of a student with a disability, the School must convene a TEAM meeting before the expiration of the ten-day period. At that meeting, the TEAM must first develop or review a behavioral intervention plan, consistent with the functional behavioral assessment of the student, then review the relationship between the student's disability and the behavior that is the subject of the discipline action. If the TEAM determines that the student's misconduct is a manifestation of the student's special needs, or results from an inappropriate special education program/placement, or from an IEP that was not fully implemented, the long term suspension or expulsion may not be imposed. If the team concludes that the misconduct is not related to the student's special needs, and it does not result from an inappropriate special education program/placement, or an IEP that was not fully implemented, then the long term suspension or expulsion may be imposed, following the procedures listed in the law. Among other things the TEAM must offer placement in an interim alternative setting that will (1) enable the student to continue to participate in the general curriculum, (2) enable the student to receive services listed in the last agreed upon IEP; and (3) include any services and modifications designed to address the student's behavior.

The parents/guardians/caregivers have the right to request an expedited hearing before the Bureau of Special Appeals (BSEA) to challenge the manifestation determination of the alternative program. If the

parents/guardians/caregivers request a hearing, the “stay put” provision of the IDEA entitles the student to remain in the last agreed upon educational placement while the procedures are pending before the BSEA. This right does not apply if the student is charged with possession of a dangerous weapon or drugs. In those circumstances, the school personnel may remove the student to an interim alternative setting without parental consent for up to 45 calendar days. Similarly, if the school convinces the BSEA hearing officer that the student’s continued presence in the current placement poses a danger to that student or to others, the student may be ordered into an interim alternative setting for up to 45 calendar days without parental consent.

### **VI. Planning Room**

The Planning Room is a discipline-triggered, structured, counseling session where students sort out needs and feelings when they get into trouble. The experience continues until the student grows in self-awareness, identifies useful and acceptable behavior alternatives, and makes a positive commitment and plan for the future.

An assignment to the Planning Room is not intended as a denial of regular or special educational services, but rather as an individually appropriate enhancement of the student's current educational program. The program is intended to develop improved writing, listening, and thinking. It seizes the opportunity to use mistakes to grow intellectually and emotionally. Problem solving with less relevant issues teaches less effectively.

Appropriate special education support and modifications in the Planning Room are provided as needed for students with IEP's. Modifications have included a reduction in writing requirements, a computerized package, a tutor to help the student get ideas on paper, intermittent counseling and breaks from the task at hand, as needed.

For both regular education support and special education youngsters assigned to the Planning Room, in-house staff with connections to that student are programmed into the Planning Room to counsel, advise, bolster the student's sense of belonging and continued connection with the school community. Whenever it is appropriate, the Planning Room process will be used in lieu of suspension. However, should a suspension be deemed necessary, the student's return to the school community will be channeled through the Planning Room. *The Planning Room is a shared resource with the high school.*

### **VII. Community Service**

With the approval and cooperation of a parent/guardian/caregiver with school administration, a possible disciplinary consequence is community service hours. Community service hours can be done in school or out in the community. The parent/guardian/caregiver will assume full responsibility for any community service performed in the community. A note signed by the supervisor of the service hours, stating the nature of the community service, the organization they represent, and the amount of hours completed is required for proof of hours completed.

### **VIII. Saturday Detention**

Saturday detention may be an alternative to after school detention, suspensions, or planning room. Saturday detention runs from 8:00 a.m. - 12:00 p.m. Students will know prior to serving a Saturday detention if they will be assigned to serve all four hours or just a portion of that time. While in Saturday detention, the student must perform academic work. Students must arrive at Saturday detention with books, assignments, and appropriate materials to get their schoolwork done. Students are expected to work on schoolwork until all their current assignments and all make-up assignments are completed. When the work is completed students may read.



## 23-24 ORRJHS Student Handbook

Any student who is late to Saturday detention, reports without work or materials needed, or is dismissed for inappropriate behavior, will be assigned an additional two hour Saturday detention.

Students will not be excused from Saturday detention for athletic events, work or family events. Failure to serve a Saturday detention will result in having to make-up that Saturday detention and you will be assigned two additional hours of Saturday detention.

*Saturday detention is done in conjunction with the high school.*

### **Section IV - Other Policies**

#### **Accidents, Illness, and Health Services**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the person in charge and to the nurse. The school will attempt to inform the parents/guardians/caregivers of any accident or illness occurring at school that may need care or observation at home. However, no student will be sent home unless a responsible adult is there to receive that student. Parents/guardians/caregivers can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. Although a physical examination for each student is not required before entering school each year, it is desirable. It is also imperative that your child's immunizations be kept up to date as recommended by your family physician. Periodic examinations, including hearing, vision, and scoliosis are conducted here at school. Should any irregularities be noted, they will be communicated to the parent/guardian/caregiver.

#### **Addressing Parent/Guardian/Caregiver or Student Concerns**

Old Rochester Regional Junior High School promotes a "Mutual Respect" environment and believes that questions or concerns are best received and resolved on a person-to-person basis as close to the origin of the question or concern as possible. If a parent/guardian/caregiver or student has a concern about a classroom policy or grade, or if a student feels they have been treated with disrespect, the parent/guardian/caregiver or student has a right to discuss or appeal the issue according to an appropriate procedure. The parent/guardian/caregiver or student should discuss the issue first with the teacher, then with the assistant principal, and finally with the principal, in a sincere attempt to clarify and rectify the issue. Guidance counselors are available to offer "resolution skills" assistance to any student.

#### **Advisory**

Our advisory period occurs twice a week for 20 minutes per period. An advisory group is made up of a teacher and approximately 16 students. The purpose of advisory is to build relationships and to create community and self-awareness in a supportive environment. This is done through ice breakers, games, discussions around issues and themes, community service, and friendly competitions.

#### **Attendance, Tardiness & Work Makeup Policy**

##### **School Attendance**

Full day attendance is essential to the learning process. The Old Rochester Regional School District and Superintendency Union #55 (ORR/Supt. Union #55) will strive to meet a daily average attendance of 96% or above.

## 23-24 ORRJHS Student Handbook

The Commonwealth of Massachusetts G. L. c. 76 § 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 time when public schools are in session.

The State no longer distinguishes between excused and unexcused absences. Chronic absence is defined at 10% of the days that a student has been enrolled in the school.

5 days of consecutive absence for illness require submission of a physician's note. All District schools will send notification upon the student's 6th absence and each consecutive accumulation of 6 days thereafter.

At ORRJHS, school attendance will be recorded in homeroom. Students will be marked with one of four attendance codes: Absent, Present, School Business, Tardy. School Business is considered present and does not count as an absence; the student is participating in a school-sponsored activity, such as a field trip or school meeting.

Under G. L. c. 76 § 8, a pupil who is not present during at least half a session must be marked and counted as absent on the school register.

The Old Rochester Regional Junior High School community has defined one aspect of "Operating Responsibly" as coming to school and being on time.

Parents/guardians/caregivers must advise the school by telephone when students are to be absent for any reason. Calls may be left on the answering machine at 508/758-4928 anytime between 6:00am and 7:00am.

If a parent/guardian/caregiver does not give prior notification by phone on the day of the absence, the school will call home on that day to verify. In all cases a note, signed by the parent/guardian/caregiver for students under the age of 18, stating the reason for the student's absence should be sent to school upon the return of the student.

A child who does not attend school is not permitted to take part in intramurals, or after school/evening activities, if the student was absent from school that day. Students will be provided an opportunity to make-up missed work.

For purposes of afterschool activities, an absence must be excused in advance by an administrator to be eligible to participate that day. The following are considered excused absences for afterschool activities only:

- Bereavement
- Court or legal commitment
- Obligatory religious holidays
- Medical appointment substantiated by a note from a doctor/physician

If the student's absences or continued tardiness occur on a regular basis, the school, as a mandated reporter, must consider filing (CRA or 51A) report with the Department of Children and Families. The principal, or designee, will educate the parent/guardian/caregiver about this process before filing such a report.

Some chronic absenteeism occurs because families take vacations during school time. This is strongly discouraged by school authorities. Teachers are not expected to provide assignments prior to vacation taken during school time. After students return they should be aware of missed assignments, making them up per school makeup policy. Missed assignments are factored into students' grades.

Teachers are available for extra help daily during *RTI* time. Students who have any difficulty meeting with a given teacher for any reason are asked to make this known to the principal in writing. Typically, a portion of a student's quarterly mark is based upon their participation in the class. It is necessary, therefore, to maintain consistent daily attendance habits in order to achieve good marks.

### **Absences Due to Illness**

If your child is absent due to illness, please notify the school daily. We need to be kept informed so that we can alert other parents/guardians/caregivers of infectious conditions. If your child is contagious, please keep your child at home until your doctor has cleared them for return to school. Additionally, to keep the spread of germs to a minimum, the school nurse asks that you follow these guidelines for sending students to school:

- Students being treated for strep throat must be kept home a minimum of 24 hours after treatment begins.

- Students who vomit in the night or in the morning before school, due to illness, should not be sent to school that day. Students should be able to hold down some food before returning to school.

- Students with an illness that produces a fever (temperature 100 degrees or higher) should be free of fever, without the use of fever reducing medication, for 24 hours before returning to school.

For personal safety reasons, please call the school to report absences or anticipated tardiness due to illness prior to 8:00 am at 508-758-4928, and send in a note with the child the day they return to school.

### **Arrival, Tardies & Make-up Policy**

If a student arrives to school before 7:10 am they are to remain in the gym foyer until the 7:10 am bell rings. After 7:10, students are expected to go to their lockers and then report to their homeroom. Students should not be socializing in the hallway between 7:10 am and 7:25 am, they should be in their homeroom. Students may get breakfast from the cart or cafeteria as they enter the building. Morning announcements are made at 7:25 am. Students are considered late if they are not in homeroom by 7:25am. If a student is not able to report to homeroom by 7:25am, or chooses not to report to homeroom by 7:25am, then they must report to the front office to sign in and get a pass.

Students are allowed three (3) tardies per term. On the fourth and each subsequent tardy the student will receive a lunch detention. (The student starts fresh each term.) Chronic tardiness may involve further action on the part of the administration including **make-up** sessions. Students who have missed class due to tardiness or absence are responsible for seeing the teacher for missed work. Teachers are available for extra help during *RTI* time and one day a week after school. Teachers are not required to provide assignments before absences. Make-up work not completed by the end of the term will affect the grade a student achieves. Please refer to Category III - A. Tardiness and Category III Consequences.

The following will not count toward consequences for being tardy: Bereavement, court or legal commitment, obligatory religious observation, medical appointment substantiated by a note from a doctor/physician.

### **Assemblies**

Assemblies are an important part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Show your appreciation by applauding.

**Athletics** – see Intramurals

### **Band and Chorus**

Any interested student may choose to participate in Band or Chorus at the Junior High. Joining either group implies a commitment through the duration of the course. Students will be expected to maintain a high standard of conduct in the group, to practice outside of school as needed and to attend all scheduled performances.

### **Bicycles**

Students may ride bicycles to school. Bicycles must be parked in the racks in front of the building and should be locked when not in use. Please notify the office if you plan to ride yours.

### **Book Bags**

Students are allowed to transport books and belongings to and from school in backpacks. During the course of the school day, however, these may not be carried from class to class. Students are allowed to go to their lockers at determined times during the day to store and obtain learning materials and belongings. Space limitations, security, as well as health and safety concerns make this policy necessary.

### **Breakfast**

Breakfast is available in the cafeteria from 7:10 am to 7:25 am. Students who participate in the breakfast program are still required to be in homeroom by 7:25 am, or they will be marked tardy.

### **Personal Electronic Devices**

(Please also see Cell Phone information below.)

Use of personal electronic devices is allowed before and after school and during the school day with teacher permission for educational purposes.

Students will adhere to the following guidelines:

- Headphones, AirPods, iPads, etc..., are to be locked in a locker from 7:10 a.m. to 2:04 p.m, unless teacher permission is granted for educational purposes.
- Students may not charge electronic devices in school.

School issued Chromebooks or personal devices (tablets, chromebooks, laptops) are to be used for educational purposes only. Devices are not to be used for playing games, watching media or personal communication (i.e. text messaging). A student may not use a device for personal recording, videotaping or taking pictures.

Students found in violation of the policy will face the following consequences:

## 23-24 ORRJHS Student Handbook

*First offense:* Students will be sent to the Assistant Principal's office to hand in their device. The device will be returned at dismissal.

*Second offense:* Students will be sent to the Assistant Principal's office to hand in their device. The student will serve a silent lunch the same day or the next day. The student's parent/guardian/caregiver will be notified. The device will be returned at dismissal.

*Third offense:* Students will be sent to the Assistant Principal's office to hand in their device. The student will serve an after school detention. The student's parent/guardian/caregiver will be notified and will have to pick up the device from the school.

Repeated offenses will result in the student not being allowed to have their device in school for a duration designated by the Assistant Principal or Principal up to the remainder of the school year. These subsequent offenses will be considered a category two offense.

The use of personal technology to provide educational material is not a necessity, it is a privilege. A student does not have the "right" to use their personal digital device while at school. However, if permission is granted by a teacher and a student abuses that privilege, it will be taken away. When respected, the privileges will be used to benefit the learning environment.

Students bringing in personal electronic devices must adhere to all ORR District policies and the ORR Internet Acceptable Use & Safety Policy.

Additionally:

- Students bringing electronic devices to school do so at their own risk. The school and its administration will not accept the responsibility for any loss, theft, or damage of any personal electronic device brought to school by any student. Further, the administration will not conduct any investigation or search for any electronic items missing or stolen from any student in school.
- Personal use is allowed before and after school only. The devices must be turned off between 7:10 am - 2:04 pm, unless the student is using the device as an education tool with the permission of their teacher inside the "classroom". Personal technology should not be used during passing time. Staff will confiscate a device for suspected or blatant misuse.
- Students must turn off the device when told to do so by a faculty or staff member.

Students acknowledge and agree that:

- The school's network filters should not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms as stated in this handbook, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school.

Failure to abide by these guidelines may result in the loss of district network and device privileges as well as other disciplinary action. Staff will confiscate a device for suspected or blatant misuse.

### **Cafeteria**

Although a free breakfast and free lunch is available to every student each day, additional breakfasts, hot lunches, milk, and snacks may be purchased at the approved rates to students. Students are expected to behave in a courteous and orderly manner in our cafeteria. It is expected that students will keep their area clean, talk quietly, and stay in seats until dismissed. Unmannerly behavior will not be tolerated in our dining room any more than it would be at home. After eating and before being dismissed, students are expected to put trash in the proper receptacles.

### **Care of Text and Library Books**

All textbooks shall be covered to prevent soiling. Books must not be defaced, marred, or jammed with papers, which will force the bindings. Library books must be returned within the specified time. Full payment must be made for any lost book or any book defaced beyond repair. It shall be the responsibility of parents/guardians/caregivers to provide restitution for any books so treated.

### **Cell Phones**

Students will adhere to the following guidelines:

- Cell phones are to be powered off and secured in their assigned YONDR pouch during the school day. (7:10am - 2:04pm - between arrival and dismissal)
- Upon arrival at school students will power down their phones and secure them in their YONDR pouch.
- Students will display their cell phone secured in its pouch to staff monitoring the entrances of the school.
- If a student forgets their YONDR pouch, they will store their cell phone in the front office for the day.
- Students may not damage their YONDR pouch, nor another student's YONDR pouch.
- Students may not take another student's YONDR pouch.
- The student's full name is to be written legibly on the YONDR pouch with permanent marker.

Students found in violation of the guidelines will face the following consequences:

*First offense:* Students will be sent to the Assistant Principal's office to hand in their device. The cell phone will be returned at dismissal.

*Second offense:* Students will be sent to the Assistant Principal's office to hand in their device. The student will serve a silent lunch the same day or the next day. The student's parent/guardian/caregiver will be notified. The cell phone will be returned at dismissal.

*Third offense:* Students will be sent to the Assistant Principal's office to hand in their device. The student will serve an after school detention. The student's parent/guardian/caregiver will be notified and will have to pick up the phone from the school.

Repeated offenses will result in the student not being allowed to have their cell phone in school for a duration designated by the Assistant Principal or Principal up to the remainder of the school year. These subsequent offenses will be considered a category two offense.

## 23-24 ORRJHS Student Handbook

If it is determined that the student's pouch was intentionally damaged in an attempt to circumvent its intended purpose, the offense will be considered a category 2 offense.

Students with a medical requirement for cell phone access will be exempted from a locking pouch.

### **Change of Address or Telephone #**

If at any time during the year you:

- a. move to another house within the tri-town area
- b. have your home, business or cell phone number changed, please update the information on Powerschool and notify the office by phone.

### **Commercial Activities**

Staff or students in the school shall not participate in commercial activities (i.e. buying, selling, bartering, or trading merchandise) without prior written approval of the Principal, who shall report these activities to the Superintendent and the School Committee. This includes, but is not limited to, sale of articles, chances, foodstuffs, or tickets to events.

### **Computer Education**

The technology staff, in concert with the academic teachers, will provide support in learning computer skills on school computers and will present the importance of Internet safety. In addition, students agree to comply with the Internet protocol policy of the junior high.

### **Conferences - Pupil/Teacher/Parent, Guardian, Caregiver**

At no time should parents, guardians, caregivers/students be in doubt regarding student progress. Parents/guardians/caregivers are notified of student effort and achievement through *on-going* Powerschool updates, a midterm Powerschool update with comments and the trimester report card. If there are still questions or feel a possible misunderstanding, please speak to the guidance office for an appointment with the teacher or guidance counselor. Students who wish to talk with a teacher about any problem should request a conference with the teacher before or after school, or at a time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings.

### **Courtesy**

Being courteous to teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of others at all times and each of you should respect the judgment of your teachers. They are not only your teachers and adults, but in some situations may be considered to be taking the place of your parents/guardians/caregivers during the school day. Treat all adult employees of the school, including custodians, cafeteria workers, and office personnel, with courtesy and follow requests or directives given by them. Rudeness or insubordination will result in disciplinary action.

### **Dances**

Because dances are a privileged activity, students who have not maintained regular attendance or adhered to school policies, may not be allowed to attend. Note: While in attendance at school dances, students are expected to be appropriately dressed. Students who are determined to be inappropriate in their attire will be sent home. School dances are scheduled in advance with a start and end time. It is expected that students will be picked up at the scheduled end time.

### **Dinner Dance for Grade Eight**

The administration and grade eight teams will review the student's overall conduct for participation in the 8th grade Dinner-Dance that occurs toward the end of the school each year. Students must attend school on the day of the dance in order to be eligible to participate. Students are required to fill out a Grade Eight Dance Permission Form, which is read and signed by a parent/guardian/caregiver. Rules concerning the dances are clearly stated on the back of the form.

### **Dismissals**

*Due to Illness or Accident:* If you are sick while you are in school, see the nurse immediately. The nurse will determine if you should be sent home. Should it be necessary that you be sent home, the nurse will call your parent/guardian/caregiver or legal guardian and arrange for your transportation. The nurse will give you a "dismissal slip" which you will turn in at the office before leaving. Parents/guardians/caregivers please come in and sign a dismissal slip when picking up your son/daughter. Under no circumstance is a student to make an individual decision regarding their physical condition and resultant need for dismissal. The school nurse or the Principal must make all such decisions and arrangements. If your child should contact you via texting, email, or cell phone requesting to be dismissed due to illness, please direct your child to the nurse to be evaluated, and the nurse will determine if the child should be dismissed.

### **Dismissals Other Than Illness or Accident:**

If for any reason it becomes necessary for you to leave school during school hours, you must:

- a. Before school, bring a note to the office from your parent/guardian/caregiver stating the date, time, and reason for early dismissal.
- b. The office will give you a "dismissal slip" which is to be signed by all teachers whose classes you will miss due to your early dismissal. Parents/Guardians/Caregivers must come into the vestibule and check in with the receptionist to pick up your son/daughter.
- c. Only with prior knowledge and approval of the administration, may any students be permitted to ride to or from school by means other than the school buses provided. No junior high student will be permitted to ride or walk to the senior high school to obtain such a ride. Bus drivers are specifically directed to refuse any student requests to disembark at the senior high school. Continued transportation funding requires that this rule be strictly enforced. If a bus change is needed, a note from your parent/guardian/caregiver should be brought into the receptionist preferably the day before.
- d. If you are picking up your child at 2:04 pm, please park in the Junior High School parking lot and instruct your child to meet you in the lot.

### **Responsibility For Appearance (Dress Code)**

For reasons of health, safety, cleanliness, and security, students are not permitted to wear outdoor clothing to any class. This includes, but is not limited to hats or caps, coats or jackets. Outdoor clothing should be removed and secured in lockers for the duration of the school day.

- Students must wear clothing including both a shirt with pants/skirt/shorts, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front and back, as well as on the sides.
- Backs and stomachs should be covered without pulling or tugging clothing.
- Clothing must cover undergarments and cannot be see-through.
- ORRJHS has a no head-adornment policy, including but not limited to hats and hoods. Head



## 23-24 ORRJHS Student Handbook

adornments worn for religious and/or cultural reasons are permitted.

- Clothing, jewelry, and/or accessories may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing, jewelry, and/or accessories may not depict anything sexual.
- Clothing, jewelry, and/or accessories may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress code violations should be consistent with discipline policies for similar violations. If the school has appropriate attire that the student can change into, that will be offered to the student at that time.

### **E- Hall Pass**

Students are expected to use E-Hall Pass to travel in the building. E-Hall Pass is a browser-based on-line system that is used to manage all hall pass situations. Students who do not use this hall pass system are subject to disciplinary action for not following school rules.

### **Extra Curricular Eligibility**

Students who have a D or an F in any subject must attend remediation/extra help sessions in that academic subject in order to participate in an extracurricular activity. Students who do not attend these sessions, and show improvement in their subject area may be removed from that activity until their grades improve. The principal and junior high athletic director will make this determination.

### **Extra Curricular Activities**

A rich tradition of clubs, sports, and activities exists here at the Junior High. They have provided an opportunity for personal growth as well as service to others. Find out more about these programs and get involved! Typically, they have included but are not limited to: Art Club, Book Club, Film Club, *Robotics Club*, Navigator (yearbook), Intramural Sports, Math Club, Jazz Band, Chess Club, Drama Club, Table Tennis and Students Affairs Committee.

### **Field Trips**

During the year, many classes will take field trips. Your behavior while on these trips will reflect upon our school. Misconduct will not be tolerated.

Before going on a field trip, each student must fill out a "permission slip" and have it signed by one of their parents/guardians/caregivers. The form must be returned to the teacher in charge prior to the trip.

Note: Students who have had behavioral issues during the school year may not be allowed on field trips.

### **Fireworks**

Fireworks are illegal in Massachusetts. See Category One, item K as well as item G. Under no circumstance may any student bring any kind of fireworks to our school.

### **Fire Drill Regulations**

1. When the alarm sounds, all students and building personnel will vacate the building.
2. Windows and corridor doors should be left closed.
3. Silence is to be maintained throughout the drill.
4. Walk rapidly and exit as rapidly as possible. You are not to run, however!
5. All concerned should treat the drill as seriously as a real emergency. This is essential to the safety of everyone!
6. If any exit is blocked, leave by the next closest exit.
7. If a fire occurs during a change of classes, use the nearest exit.
8. After the drill is over, return to your rooms by the same route that was used in vacating.
9. Be aware of the location of fire extinguishers and fire alarms. Know where the nearest ones are at all times.

### **RTI Mod**

During RTI time students may be required to participate in academic intervention.. RTI sessions are scheduled with Powerschool Adaptive Scheduler. Students are expected to login to Adaptive Scheduler to check their RTI Mod schedule. Students are expected to go to their assigned session. If no intervention session is assigned, the student is expected to choose an extension to participate in.

### **Gum Chewing**

In order to prevent a very difficult cleaning task, no gum chewing is allowed in the Junior High School! Repeated offenses may be looked upon as insubordination and may result in detention

### **Health Services**

Students who become ill in school, should report to the nurse, who will decide what should be done. Students should not be calling or texting their parent/guardian/caregiver from school to get dismissed because they don't feel well. When this happens the child should be redirected to the school nurse for evaluation. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report directly to the Office.

### **Health**

Students must see the school nurse if they need first aid, become ill during school hours, or wish to receive advice on a health problem. If the nurse is not in the office, the student should report to the front office so that the nurse may be located or notified. In an emergency, the student should notify the nearest staff member of the situation. The staff member will then contact the nurse to respond to the scene.

### **Medication At School**

Students are forbidden to possess prescription drugs, over the counter medication or drugs of abuse. If a student needs medication during school hours, the parent/guardian/caregiver is to bring the medication to the school nurse for appropriate dispensing. The medication must be accompanied by a permission slip completed and signed by the student's parent/guardian/caregiver. A permission slip may be obtained in the nurse's office. A student that takes a daily long-term medication must have the permission slip signed by the student's physician. The purpose of this rule is to assure that students who need to take medication during school hours receive that medication. It is also intended to prevent the use of over-the-counter drugs by students and the sharing of medications between students. Many

medications (even aspirin) may have significant side effects and, when shared, may create serious health problems.

### **Homework**

Home study is a necessary part of each pupil's educational program. You may be assigned homework every night and should expect to spend about an hour *to* an hour and a half each night completing assignments. Planned study, review, and research will be important parts of your homework activities. Parents/guardians/caregivers may call for homework assignments on the second day of a student absence.

### **Inclement Weather Procedure**

In the event of inclement weather, we may employ the one-hour, a ninety-minute or a two-hour delay or cancellation. Please be attentive to radio and television notices in this regard. School cancellations and/or delays will be broadcast on radio stations WBZ News Radio 1030AM, WBSM 1420AM, WSHN 107.1FM, and on the following television channel, WHDH TV Channel 4 News, WCVB TV Channel 5 News, WHDH TV Channel 4 News, and the district website <http://www.olderochester.org>. It is advisable to listen beginning with the 5:30am – 7:00am news announcements. In addition, as soon as a decision is made, every effort will be made to make a ConnectEd phone message to all students.

### **Insurance**

All students taking part in extracurricular athletic activities, (intramurals and/or athletic) teams including Survival at the end of the school year **must** carry school insurance **or** provide the school with verification of family insurance coverage. A copy of your insurance card noting insurance company, policy numbers and expiration date is required. Before any student participates in any practice, scrimmage, training session, or contest, evidence must be provided that the student is properly insured.

### **Intramurals**

The emphasis on athletics at the ORRJHS is on a balanced intramural program for all eligible students. A modified interscholastic program is in place for some sports. The development of fundamental skills and the encouragement of positive attitudes continue to be our goals. Due to budget constraints a user fee may be implemented for after-school intramural/athletic programs.

### **Library-Media Center**

Our library provides you with many opportunities to learn. The books and magazines found there are for your use either as supplements to your textbooks or as a source of information and enjoyment. Books borrowed from the library should be returned when they are due. They must not be defaced in any way. Reference books do not leave the library. Library rules are posted in the library.

### **Lockers**

Each student will be assigned a locker. Periodic inspections will be made to see that lockers are kept neat and orderly. Use only the locker assigned to you, and keep it locked at all times. All personal items and books, when not in use, are to be kept in lockers. It is unwise to store personal electronics, large sums of money or other valuables in your lockers. Items of value like these are best left at home. Lockers in the school are the exclusive property of the District. Students may use said lockers with the permission of the District, but the District reserves the right at any time to enter said lockers and inspect them or require students to empty said lockers in the presence of a District agent. Any student using any locker on District property does so subject to this specific reservation and any such student will not

claim or expect any proprietary right in the occupancy of said locker, or claim or expect any right of privacy in the use of said locker. For obvious reasons, faulty locks and doors should be reported to the custodian AT ONCE! Students who abuse their lockers by kicking doors shut or otherwise defacing them will be held financially responsible and disciplined appropriately.

### **Messages for Students**

We ask parents/guardians/caregivers to limit requests for delivery of messages to their sons and daughters during the school day to emergency only. Non-emergency requests for message delivery interrupt classroom instruction. If necessary, messages will be delivered during non-academic classes and *RTI* time. Thank you for your understanding and cooperation. We also request that you do not text message your child during school, the messages become a distraction to your child's learning.

### **Safety Drills**

During any safety drill students are to remain silent until given permission to talk. Safety drills include fire alarms, lock-downs, evacuations, etc....

### **School Council**

In accordance with state regulations, School Councils consisting of the school principal, who shall co-chair the Council, parents/guardians/caregivers of students attending the school, elected teachers and other interested adults broadly representative of the District communities, shall be established and convened no later than forty days after the first day of school. This Council shall meet regularly with the principal of the school and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of an annual school improvement plan.

### **Skateboards**

If skateboards are brought to school they must be dropped off at the front office.

### **Smoking**

In accordance with state law, MGL Chapter 71, smoking is prohibited in the school building, on school grounds and on school buses. The disciplinary procedure for the law against smoking may include assignment to the Planning Room, suspension out of school for up to five days, loss of student privileges.

### **Special Services**

Since we are all different with varying needs, O.R.R.J.H.S. provides many special services to its students in order to meet these needs. Please inquire if you or your parents/guardians/caregivers feel that you may require any of the services offered. In some cases it will be required that you participate in an assessment process that will qualify you for services in one of the following programs:

- Adjustment/Guidance Counseling
- Learning Support Centers
- Inclusive support in regular classrooms
- Planning Room Process
- Speech and Language Therapist
- Title I Mathematics
- FINO

FINO (Failure Is Not An Option) starts after the second semester and currently allows students the opportunity to convert pre-existing, failing grades to passing grades. In addition, assistance is provided on current curricula demands to enhance class performance.

### **Student Pregnancy**

If a student becomes pregnant, the student/or a family member will notify the student's counselor, the administration or the school nurse. A meeting will be scheduled with the student and the parents/guardians/caregivers to discuss the educational options and support services available to the student. The above process will follow the confidentiality policies of the Old Rochester School District. Pregnant or parenting students will be allowed to attend classes during regular school hours, use all school facilities, attend all school functions, and participate in all curricular and extracurricular activities as long as the student's physical and mental health is not endangered. Homebound educational service will be provided for the student after the student is no longer able to remain in school. The district does not require a pregnant student to obtain certification of a physician that the student is physically and emotionally able to continue school. Documentation from a doctor is required for temporary exemption from physical education classes and medical excuse of days absent. It is recommended the student seek counseling and support on prenatal care and early childbearing. The student must comply with all school regulations governing the general student body, unless excused by the school's administration. The student may not bring the newborn child to school anytime during the school day unless administrative permission has been granted. Each case will be reviewed individually on the basis of a number of factors such as the health, safety and well being of the student and the school community.

### **Student Records**

The privacy of student educational records is respected. Generally, only parents/guardians/caregivers, eligible students, and appropriate school personnel are allowed to have access to information in a student's educational record. Written consent provided by the parent/legal guardian/caregiver is normally required for any other release of student educational record information.

Educational records, and the information contained in these records may be released, however, if necessary to protect the health or safety of the student or other persons. They may also be released in certain other circumstances, such as, for example, to accrediting organizations in order to carry out their accrediting functions, to certain state and federal officials or in response to a request from a probation officer or the Department of Youth Services or a justice of any court (with notice to the student whose records are sought by the subpoena, order or request and to the parents/guardians/caregivers).

This policy does not apply to release of directory information, such as the student's name, class, participation in officially recognized activities and sports, degrees, honors and awards. Please be sure to fill out the Directory Information Notice and read through the Annual Notification of Rights Under FERPA. The Family Education Rights and Privacy Act (FERPA) affords parents/guardians/caregivers certain rights with respect to student records. Under current policy, a student transcript, including name, address and grades, is kept for at least sixty years. That portion of the student's record that contains standardized tests, evaluations by teachers and the like, known as the "temporary record," is usually destroyed within five years after a student leaves the school system.

Unless expressly limited by a student over the age of eighteen, parents/guardians/caregivers have the right to inspect their child's educational record. The record is made available to the parents/guardians/caregivers within ten workdays after the request is made. Copies of any part of the record may be requested, although a reasonable fee may be charged for the cost of duplicating the materials.

## 23-24 ORRJHS Student Handbook

It is our practice to make student records easily accessible to parents/guardians/caregivers. You will find the Guidance staff cooperative in such matters.

### **Student Valuables**

Students are cautioned not to bring large amounts of money, personal electronics, radios, or cameras to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property.

### **Substitute Teachers**

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being as polite, helpful, and considerate, as you would be to your regular teacher.

### **Survival**

Our annual, weeklong, Survival experience in the hills of Northfield, Massachusetts. Typically, more students seek to participate than we are able to accommodate so it is necessary for us to develop some basic criteria to be certain that those students who can best profit from the experience are included. An advisory board is charged with determining whether or not students who have applied for consideration to participate in the Survival program eligible. The following criteria are used to determine participation:

#### *Participation Guidelines:*

1. Students who express an interest in participating.
2. Students who have demonstrated a consistently high degree of good citizenship and are presently in good standing in our school. Good standing is interpreted to mean adequate and on time school and class attendance, satisfactory academic effort in all subjects, and satisfactory adherence to school policies including those on student behavior as stated in the student handbook. Good citizenship will be determined by consultation with the student's teachers and other faculty.
3. Students who are not failing any subjects for the year as of the end of quarter three. Students' academic standing will be evaluated at the end of quarter three.
4. Students with no medical/psychological problems, which could conceivably cause harm to themselves under isolated and primitive living conditions.
5. The advisory board determines that the student is mature and responsible enough to respond to a directive immediately.
6. Students must make a weeklong commitment to the program.
7. All participants must have the School Time insurance or provide verification of private insurance.
8. All participants must attend two (2) meetings during two (2) after school sessions from 2:05 – 3:30pm.
9. All participants must adhere to the return dates on the various applications and forms or they may be in jeopardy of losing a space in the program.
10. A participation fee is required for the Survival program.
11. All participants must have at least one parent/guardian/caregiver attend "Survival Parent Night", at the informational evening held at the junior high school.
12. Students, who for various reasons have not been recommended for survival, can write a letter of appeal. The letter response should be given to the receptionist in the Junior High School office, addressed to the advisory board, by 7:30am the following day.

13. Students could be required to participate in weekly meetings during RTI period and complete assignments in Survival's Google Classroom.

### **S.C.O.P.E.**

(Supplemental Courses Offering Personal Enrichment)

As an alternative to the Survival expedition, S.C.O.P.E. was created to meet the interest of those students who remain at the Junior High. The program provides students the opportunity to select from a wide variety of valuable and interesting, "hands-on activities". All SCOPE participants will be required to pay a participation fee. Also, all SCOPE students must carry school-time insurance or provide verification of an up-to-date personal insurance policy. See Insurance on page 24 for details.

### **Staying after School**

When students stay after school for any reason, they must have administrator approved adult supervision (i.e. faculty, staff, coach, advisor). If a student plans on staying after school, it is the student's responsibility to ensure there is an adult to stay with before the buses leave for the day; failure to do so will result in disciplinary consequences. Students can't stay after school just to socialize with their friends.

### **Supervision of Students Beyond Regular School Hours**

The school recognizes its responsibility to ensure the safety and supervision of all students who, for a variety of reasons, may be present at the school facility beyond the regular school day – e. g., academic assistance, athletics and performing arts events, school dances, etc. That supervision, though, cannot be extended beyond the time guidelines. If students are staying after school they must be picked up by 3:30pm. Late buses will be available on Tuesday, Wednesday & Thursday only. Please note that in fairness to the staff, all children will be asked to board a late bus in the event a parent/guardian/caregiver is unable to pick-up their child by 3:30pm.

Please note: In regards to other situations like athletic and musical events that extend beyond 3:30 p.m., it is expected that parents/guardians/caregivers supply transportation in a timely fashion in keeping with the announced times.

Students who stay for after school help, activities or clubs, must stay on the junior high school campus under the supervision of their teacher, coach, advisor, etc., unless given permission by school personnel. These students are required to be picked up by 3:30pm at the junior high campus, or they must take the late bus to their local library. No student will be allowed to leave the junior high school to go to the high school campus without permission from school personnel. Junior high school students will be allowed to attend evening games/functions on the junior high school campus and high school campus once the event opens to the public. If an event begins between 2:04 p.m. - 3:30 p.m., with written parent permission, the student will be released to the event. Parents/guardians/caregivers should be aware that their child will be unsupervised. All students are expected to adhere to the school's code of conduct while on the junior high and senior high campus at all times.

### **Telephones**

At times our phone lines are very busy. It is understandable therefore, that you or your parents/guardians/caregivers may have occasional difficulty reaching us. Please be patient. We're doing our very best! The nurse or appropriate staff personnel will make all calls, including any of an emergency nature or those made to arrange transportation home due to illness.

### **Traffic Regulations**

Teachers and parents/guardians/caregivers transporting and picking up their children at school are asked to cooperate in order to facilitate the speedy arrival and departure of buses. No private vehicles may pass a bus if the bus has its blinking lights on. Parents/guardians/caregivers who choose to drive their child to and from school are asked to drop-off and pick up their students in the front of the school. Please do not park parallel to the buses. We ask that parents/guardians/caregivers or designated drivers picking up students come into the junior high school office for identification purposes after the required prior arrangements if early student dismissals have been made. If your child rides to school with a high school student, the junior high student needs a note from the parent/guardian/caregiver requesting permission to walk from the high school parking lot through the high school to the junior high. The note should include the duration for which the student desires to walk through the high school. Should the junior high student behave inappropriately while in the high school they may lose this privilege and receive disciplinary actions for their behavior.

### **Transitions**

Because we are a two-year school, the quality of our arrangements to ensure smooth transitions from and to area schools is extremely important to us. Our fall orientation program for grade 6/7 students focuses on our school Mission Statement and the setting of attainable goals for all students. It speaks to issues of respect for diversity, meeting personal challenges, developing trust, caring about each other and "doing right when there is no one to make you do it but yourself."

Additionally, all grade eight students tour ORRHHS and the local vocational schools. ORRHHS also provides an informational parent/guardian/caregiver night in the spring.

### **Bus Transportation**

All students attending ORRJHS have bus transportation provided for them. While the School Committee firmly believes all students should be provided transportation free of charge, it reserves the right to institute a fee-based amendment to its transportation policy should the need arise. While riding on the school bus you are reminded that the driver has a grave responsibility... the bus driver is responsible for all of the lives of the children on that bus. Difficulties created on the bus by irresponsible students could result in tragedy.

It is expected that students having the privilege to ride to and from school by bus will cooperate completely with the bus driver to ensure the safety of all passengers, the driver, pedestrians, and other drivers and their passengers.

The following rules are to be followed by all students:

#### **Previous to loading:** (on road and at school):

- a. Be on time at designated bus stop.
- b. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- c. Bus riders should not move toward the bus until the bus has come to a complete stop. Only then may you attempt to enter the bus.
- d. Riders must not crowd and push while getting on the bus.
- e. Walking through the high school in order to board the buses is absolutely forbidden.



**While on the bus:**

- a. Sit where you are told.
- b. Keep books, packages, coats and all other objects out of the aisle and safely secured.
- c. Do not leave or change your seat while the bus is in motion.
- d. Riders should never tamper with the bus or any of its equipment.
- e. Opening and closing windows is not permitted except by the bus driver.
- f. Keep hands and head inside the bus.
- g. Never throw anything out of the bus windows or in the bus.
- h. Eating or drinking is not permitted.
- i. Assist in keeping the bus safe and sanitary.
- j. Avoid shouting or unnecessary confusion.
- k. Horseplay is never permitted on the bus.
- l. You are not allowed to leave your bus for any reason once on board.
- m. Help look after the safety and comfort of small children.
- n. Do not leave books, lunches or other articles on the bus.
- o. Smoking is never allowed on the bus.
- p. Courtesy to the driver, fellow pupils and passersby is a must.
- q. In case of a road emergency, children are to remain on the bus unless requested to leave by the bus driver.
- r. There must be absolute quiet when approaching a railroad crossing.
- s. The offender will pay for damage to bus equipment.
- t. Pupils must have written permission to leave the bus at locations other than at home or at school. Notes should be brought to the office during homeroom preferably a day in advance, but no later than 9:00am the day of the bus request. Bus requests will not be accepted after that time.
- u. Violation of bus rules will be reported promptly to the student, parent/guardian/caregiver, and school principal in writing. Violation may result in the loss of bus privileges or discipline.

Minimum: 1st offense - warning

2nd- 1-3 day bus suspension

3rd - 5-10 day bus suspension

Repeated - consideration of permanent bus exclusion.

*Note:* Parents/guardians/caregivers and students are advised that school buses are equipped with *videotaping equipment*. Taped incidents may be used in the process of dealing with infractions of school bus rules.

Students living less than one-half mile from the school may choose to walk or ride a bike. Students who live close enough to walk must obtain written permission from their parents/guardians/caregivers. If any "walker" must cross Route 6, they must do so only at the crosswalk. Students, who need to change buses on occasion due to doctors' appointments, babysitting, etc., preferably bring in a note from a parent/guardian/caregiver the day before the change is to occur. An administrator will authorize these notes. We strongly urge that these notes be kept to a minimum due to spacing on other buses.

Under no circumstances are students to hitch-hike to or from school!

All students attending O.R.R.J.H.S. have bus transportation provided for them. As we have stated earlier, it is only with prior knowledge and approval of the administration that any student may be permitted to ride to or from school by means other than the school buses provided. No junior high student will be permitted to ride or walk to the senior high school to obtain such a ride. Bus drivers are

## 23-24 ORRJHS Student Handbook

specifically directed to refuse any student requests to debark in the morning or in the afternoon at the senior high school. Continued transportation funding requires that this rule be strictly enforced.

Extra - Curricular Trips: The above rules and regulations will apply to any trip with school sponsorship. Pupils shall respect the wishes of the chaperones appointed by the school.

### **Truancy**

A student absent without the authorization required under our Attendance Policy section, is truant. Repeated truancy will be cause for disciplinary action, which may result in suspension, or legal action, as described under Student Conduct in this handbook. All work missed as a consequence of student truancy must be made up.

### **Visitors**

Visitors are always welcome, especially parents/guardians/caregivers; however, students are required to obtain permission from the administration before bringing a guest to school. No visitors are allowed on exam days, while they are absent from another school in the area, or if prior arrangements have not been made. For safety reasons, all doors will be locked. All doors open from the inside to assure emergency exit. All visitors must report to the front desk to sign-in. Visitors must obtain a yellow visitor badge to be worn and be visible at all times. To receive a visitor badge, a valid state issued ID is required. The ID will be scanned and processed through our security system. If one does not have a state issued ID, one should contact the school in advance, so we can address it beforehand.

### **Walkers**

– See Transportation

### ***Chromebook Care***

Chromebooks must not be defaced, marred, or dismantled. Full payment must be made for any damaged or destroyed chromebook in accordance with the fee schedule. It shall be the responsibility of parents/guardians/caregivers to provide restitution for any damage fees incurred by a student.

<b>Technology Replacement &amp; Damage Fee Schedule</b>	
Chromebook Complete Unit Replacement	\$300.00
Chromebook Screen	\$50.00
45W Adapter with Power Cord (USB-C Connection)	\$50.00
Keyboard	\$50.00
iPad Complete Unit	\$325.00
Apple usb-c to lightning cable	\$25.00
Apple usb power adapter (block)	\$25.00
Case	\$50.00