OLD ROCHESTER REGIONAL HIGH SCHOOL

STUDENT HANDBOOK
2026-2027

Home of the Bulldogs

Dear Parent/Guardian/Caregiver:

To assure a positive approach to discipline and increase communication between home and school, please review the Student Handbook with your student on-line via the ORRHS website.

As a school community, the importance of a firm discipline code is something every parent, guardian, or caregiver will want to discuss with their student. Along with the importance of good habits, participation in extracurricular activities, and our Community Service program, a respectful environment at Old Rochester Regional High School is an expectation for all students.

After reviewing the Student Handbook with your student, please sign the following form electronically.

We would also like to direct your attention to the Internet Acceptable Use and Safety Policy found on pages 39-41. Please review this policy with your student and electronically complete the Internet Use Agreement form found in the opening day information.

We request that prior to calling the school, you use the Student Handbook as a resource for answering most questions on policy or procedures.

Collectively as a school community, we share the goal that every student at ORR makes the most out of the fantastic opportunities available here. If you have any questions, please do not hesitate to contact the school.

Sincerely,

Michael C. Devoll, Principal

My signature below indicates that I have read the Old Rochester Regional High School Student Handbook which includes, but is not limited to, information on bullying, hazing, and the attendance policy.

_____
Student Name

_____
Student Signature Date

_____
Parent/Guardian/Caregiver Signature Date

BELL SCHEDULE

Warning bell	7:25
Block 1	7:30 – 7:33 announcements 7:33 – 8:48
Block 2	8:53 – 10:08
Bulldog Block	10:12 – 10:52
Block 3	10:57 – 12:40
Block 4	12:43 – 1:58

1st Lunch 10:55– 11:15	**Last Lunch 12:20 – 12:40**
Directed Studies	English
Library	World Language
Mathematics	Social Studies
Science/Health/Technology	Learning Support
Unified Arts – music/art	Physical Education

TABLE OF CONTENTS

FORWARD

Bell Schedule 2
Accreditation Statement 7
Student Advisory Committee 7
Nondiscrimination Notice 7
Mission Statement 8
ORRHS Core Values 8
Beliefs About Learning 9
Academic Rubrics 10
Civic Expectations 16
Social Expectations 16
Testing Dates 18

ACADEMIC MATTERS

Graduation Requirements and Competency Determination 19
Minimum Student Requirements 20
Promotion 20
Course Change 20
Auditing 21
Grading System 21
Grade Point Average (GPA)/Class Rank 21
Report Cards 22
Transcripts 22
Bulldog Block 22
Advanced Placement Courses 23
Dual Enrollment 23
Online Coursework 23
Principal's Honor Roll 23
Non-Custodial Parents Rights 23
Final Exams 24
Incomplete Grades 24
Failing Grades – Make-Up Procedure/Summer School 24
Standing Committee on Graduation Requirements 24
Senior Obligations 24
Senior Privilege – Directed Study Release 25
Senior Week 25
Cheating and Plagiarism 25
Class Cuts and Truancy 26
Tardy to School/Class 27
Planned Early Dismissals 27
Attendance Policy 27
Make-Up Work – Absence 30
Family Vacations 30
National Honor Society 31

PROCEDURAL AND INFORMATIONAL MATTERS

Video Camera System 32
Visitors 32
Procedure for Enrolling New Students 32
Transfer 32
Student Records 33

Withdrawal From School 33
Daily Bulletin 33
Distribution of School Property - including Replacement Fee
Schedule for School Issued Technology Equipment 33
Before School 34
After School 34
Passes 34
Health 34
Dispensing Medication at School 35
Administering Medication to Students 35
Rules for Student Self-Administration of Medication 36
Information Regarding Use of Alcohol and Drugs 37
Lost and Found 37
Locks and Lockers 37
Fire Drill 37
Lock Down Procedures 38
Traffic Regulations 39
Speed Limit 39
Library Code of Conduct 39
Internet Acceptable Use and Safety Policy 40
Privacy and Right of Access to Student Records 42
Use of the Elevator 43
Exchange Student Policy 43
Sexual Harassment Policy 43
Grievance Procedures 44
Non-Discrimination in Curriculum 48
Sex Education Policy 48
Child Abuse Policy 48
Procedures for Reporting Cases of Child Abuse 49
Bullying Prevention and Intervention 49

RULES AND REGULATIONS

Student Dress and Appearance 53
Backpack Policy 53
Electronic Media and Communication Devices 54
Destruction of Public Property 54
No Smoking Policy 54
Restricted Areas 55
Bus Transportation 55
Student Conduct on a Bus 55
Videotaping on School Buses 55
Bus Discipline Policy 55
Fighting 56
The Discipline Code 56
Category One Offenses 56
Category One Consequences 57
Category Two Offenses 57
Category Two Consequences 57
Category Three Offenses 58
Category Three Consequences 58
Due Process 58
The Appeal Process 68
Policies Prohibiting Weapons and Drugs 68
Search and Seizure 68
Chapter 380 – An Act Relative to Safety in the Public Schools 69

Faculty Authority 69
Pass Restriction 70
Afterschool Detention 70
Removal from Class 70
In-School Suspension 71
Out-of-School Suspension 71
Saturday School 71
Saturday School Regulations 71
Gang Involvement/Activity 72
Referral to Superintendent 72
Discipline of Students with Disabilities 72
Procedural Requirements Applied to Students not yet Determined to be Eligible for Special Education 74
False Alarms 74

ACTIVITIES

Evening Activities 75
Social Activities 75
Hazing 76
Duty to Report Hazing 76
Field Trips 76
Student Government 76
Activities, Clubs, and Organizations 78
Fundraising 78
Athletics 79
School Year Calendar 92

OLD ROCHESTER REGIONAL HIGH SCHOOL

135 MARION ROAD

MATTAPOISETT, MASSACHUSETTS 02739

508-758-3745

The School Office is open daily from 7:00 a.m. through 3:00 p.m.

Principal: Michael C. Devoll

Assistant Principal: Lauren Millette

Athletic Director: Christopher Carrig

Guidance Director: Christina Cioffi

Guidance Counselors: Michael Janicki
Wendy McPhee
Lisa Shields

Registrar: Kelly Bertrand

School Nurse: Nicole Reedy

The School Nurse is available daily from 7:20 a.m. through 2:20 p.m.

OLD ROCHESTER REGIONAL SCHOOL DISTRICT
Mattapoisett, Massachusetts

Old Rochester Regional School District (ORRSD) is a corporation established under the provisions of Chapter 71 of the General Laws of the Commonwealth of Massachusetts and "agreement among the towns of Marion, Mattapoisett, and Rochester, with respect to the formation of a regional school district," dated 14 January 1958 and approved by the Department of Education and the Emergency Finance Board.

The district has the responsibility of providing free appropriate public education for all students residing in the district who have completed the sixth grade and who are less than 22 years old. Students who have completed grade 8 and who live in Marion are eligible to apply for admission to Upper Cape Regional Vocational Technical High School, Bourne, Massachusetts; students living in Mattapoisett and Rochester are eligible to apply to Old Colony Regional Vocational Technical High School, Rochester, Massachusetts, upon completion of grade eight. Students outside of the district may be eligible for reimbursement of tuition and/or transportation expenses at the expense of the town in which they reside, as may be provided by current law.

ACCREDITATION STATEMENT

The New England Association of Schools and Colleges, Inc., (NEASC) has accredited ORRHS. This organization is a non-governmental, nationally recognized organization, whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the NEASC indicates that the school meets or exceeds criteria for the assessment of an educational institution. Periodically, a peer group review process assesses this criterion for acceptance. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs. The school gives reasonable evidence that it will continue to do so in the near future. The ORRHS maintains its institutional integrity through accreditation.

Accreditation by the NEASC is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

STUDENT ADVISORY COMMITTEE

Established by state statute, the Student Advisory Committee to the school committee is the official group that meets regularly with this latter group and the school administration. In this capacity, they speak for the student body. Please feel free to call 508-758-3745 if you have questions about policies and/or procedures that are in effect at ORRHS. Students can make any official requests to the school committee or school administration through this group. Of course, any student has the right and is welcome to speak with the administration directly about any question or concern that they may have.

Students hold elections for "SAC" each spring and students are encouraged to give serious consideration to the people they elect to this most important student group.

NONDISCRIMINATION NOTICE

The ORRSD 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, religion, national origin, sex, gender identity, sexual orientation, age, pregnancy, homelessness, or disability in admission to, access to, treatment in or employment in its program and activities.

The schools are also committed to maintaining a school and work environment that is free of harassment based on race, color, religion, national origin, sex, gender identity, sexual orientation, age, pregnancy, homelessness, and 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 Assistant Superintendent, who will take appropriate steps to attempt to resolve the situation, such as discussing it with involved persons, identifying and questioning of witnesses, and using other appropriate steps. In most cases, the Assistant Superintendent will achieve a resolution. However, if the Assistant Superintendent determines that a hearing is warranted, such hearing will be held before the Superintendent of Schools or a person that they may designate.

The goal of the above grievance procedure is to resolve complaints in a fair and timely manner and to ensure compliance with nondiscriminatory 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 or would like further information or want to obtain help in filing a complaint, you may contact the Director of Student Services at 508-758-2772 x1942. 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 Director of Student Services, 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

State and federal laws forbid your school system to discriminate against its staff and students on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, pregnancy, homelessness, or disability. These mandates prohibit discrimination in school admissions, admission to courses of study, course content, guidance services, and extracurricular athletic activities.

If you have any questions or concerns regarding these laws and how they affect your student, please do not hesitate to contact the Principal or the Office of the Superintendent of Schools. Copies of the law and regulations can be obtained from:

The Bureau of Equal Educational Opportunity
350 Main Street
Malden, MA 02148

Or the Director of the Office of Civil rights, Region One of the U.S. Department of Health, Education and Welfare.

MISSION STATEMENT

The Old Rochester Regional community works together to educate each person in a safe, challenging environment. As we prepare students for participation in society, we foster their academic and personal growth.

ORRHS CORE VALUES

- Equity
- Growth
- Integrity
- Resiliency

BELIEFS ABOUT LEARNING

The Old Rochester Regional High School community believes that students learn best when given the opportunity to:

- Achieve individual growth
- Take chances, embrace challenges, face setbacks, and grow from these experiences
- Access a broad, challenging curriculum with diverse course and extracurricular offerings
- Enrich the greater community with their individual contribution
- Build positive relationships
- Construct meaning with support and guidance

Students at Old Rochester Regional High School will be able to:

Academic Expectations:

- Read, analyze, and synthesize information
- Think critically
- Communicate effectively
- Use technology as a resource and a tool

Civic Expectations:

- Communicate effectively

Social Expectations:

- Collaborate and adapt
- Demonstrate cultural awareness

	Read, analyze, synthesize	Think Critically	Communicate effectively	Use Technology	Local and school communities	Collaborate and adapt	Demonstrate Cultural Awareness
Art		X					
English			X				
Family and Consumer Science			X				
Foreign Language							X
Guidance					X		
Mathematics	X						
Music						X	
Physical Education						X	
Science						X	
Social Studies	X						
Special Education	X						
Technology				X			
Transition Program					X		

ACADEMIC RUBRICS

Students at Old Rochester Regional will be able to **read, analyze, and synthesize information**.

Expectation: Read, analyze, and synthesize information			
Criteria	Meets Standard (2)	Progressing (1)	Does Not Meet (0)
Read	Demonstrates a competent understanding of the material	Demonstrates a limited understanding of the material	Demonstrates little to no understanding of the material
Analyze	Justifies conclusions and evaluates materials	Reaches conclusions without sufficient justification	Demonstrates little to no ability to reach conclusions
Synthesize	Develops competent arguments and provides sufficient evidence	Develops arguments and provides limited evidence	Develops little to no ability to develop arguments and/or provides little to no evidence

"Progressing" is targeted as an acceptable level of achievement. Primary reporting responsibility of math, social studies, and special education.

Students at Old Rochester Regional High School will be able to **think critically**.

Expectation: Critical thinking			
Criteria	Meets Standard (2)	Progressing (1)	Does Not Meet (0)
Define the Problem	Consistently demonstrates understanding of the problem and most of the important implications	Sometimes identifies the problem and most of the important implications	Does not yet demonstrate understanding of the problem
Identify Background Knowledge	Consistently identifies and collects appropriate materials and evidence necessary to solve the problem	Sometimes relies on limited knowledge/resources to solve the problem	Does not yet demonstrate clarity of what is needed
Develop a Plan	Consistently presents organized, accurate plans with attention to detail, differentiates between useful and extraneous	Sometimes presents organized plans with accurate information and attention to detail. Sometimes arrives at meaningful solutions	Does not yet present plans that are accurate, organized and utilize information with attention to detail. Does not

	information and arrives at meaningful solutions		yet arrive at meaningful solutions.
Implement the Plan	Consistently demonstrates a coherent and efficient strategy to solve the problem. Correctly applies the strategies and methods necessary to solve the problem	Sometimes demonstrates an acceptable strategy to solve the problem. Correctly applies strategies or methods necessary to solve the problem	Does not yet demonstrate the use of a strategy to solve a problem
Interpret Data	Consistently structures and communicates a method of solution that leads to a correct conclusion in the appropriate context	Sometimes structures and communicates a method of solution that leads to an inaccurate conclusion with minor errors	Does not yet have an accurate conclusion. Lacks support, or data which detracts from the understanding of the problem
Justify Solutions/Draw Conclusions	Consistently presents well-organized, clearly communicated solutions to the problem	Sometimes the solution is relevant but the explanation is not supported	Does not yet have a solution or the solution is not relevant

"Progressing" is targeted as an acceptable level of achievement. Primary reporting responsibility of art. Students at Old Rochester Regional High School will be able to **communicate effectively**.

Expectation: Communicate effectively				
Area	Criteria	Meets Standard (2)	Progressing (1)	Does Not Meet (0)
Clarity	Statement of Purpose	Expresses a clear, coherent thesis statement or statement of purpose	Vague or inconsistent thesis statement or statement of purpose	Unclear or no thesis or statement of purpose
	Language, Mechanics and Usage	-Variety of sentence structures and lengths -No significant errors in word usage, grammar, spelling capitalization, punctuation, and/or pronunciation	-Limited variety of sentence structures and lengths -Significant errors in grammar, word usage, spelling, capitalization, punctuation,	-Limited variety of sentence structures and lengths -Significant errors in grammar, word usage, spelling, capitalization, punctuation,

			and/or pronunciation	and/or pronunciation effects understanding
	Subject Matter Knowledge	-Supports audience's understanding of assignment through the use of accurate and appropriate, subject-specific details, ideas and vocabulary	-Uses some subject-specific details, and vocabulary but generalizes -Does not consistently demonstrate subject matter knowledge that supports the clarity of the assignment	-Limited/no knowledge of subject matter
Focus	Organization	-Meets all requirements for what should be included in the product -Has a clear introduction and conclusion -No part of the product is too short or too long	-Meets most requirements for what should be included in the product -Has an introduction and conclusion, but they are not clear, and/or -May spend too much or too little time on a topic, a/v aid, or idea	-Does not meet requirements for what should be included in the product -Does not have an introduction and/or conclusion -Uses time poorly; the whole product, or a part of it, is too short or too long
	Supporting Evidence	-Presents information, findings, arguments and supporting evidence clearly, concisely, and logically; audience can easily follow the line of reasoning, -Selects information, develops ideas and uses a style appropriate to the purpose, task, and audience -Clearly and completely addresses alternative or	-Presents information, findings, arguments and supporting evidence in a way that is not always clear, concise, and logical; line of reasoning is sometimes hard to follow -Attempts to select information, develop ideas and use a style appropriate to the purpose, task, and audience but	-Does not present information, arguments, ideas, or findings clearly, concisely, and logically; argument lacks supporting evidence; audience cannot follow the line of Reasoning -Selects information, develops ideas and uses a style inappropriate to the purpose, task, and audience (may be

		opposing perspectives	does not fully succeed -Attempts to address alternative or opposing perspectives, but not clearly or completely	too much or too little information, or the wrong approach) -Does not address alternative or opposing perspectives
Consideration of Audience	Voice	-Communicates clearly; not too quickly or slowly -Uses accurate pacing and word choice for a specific audience -Rarely uses filler words -Demonstrates a command of formal English when appropriate	-Communicates clearly most of the time -Usually uses accurate pacing and word choice for a specific audience -Occasionally uses filler words -Attempts to adapt voice for the context and task but is unsuccessful or inconsistent	-Does not yet communicate clearly -Do not yet use accurate pacing and word choice for a specific audience -Uses filler words - Does not yet adapt voice for the context and task
	Presentation Aids	-Uses well-produced audio/visual aids or media to enhance understanding of findings, reasoning, and evidence, and to add interest -Smoothly brings audio/visual aids or media into the presentation	-Uses audio/visual aids or media, but they may distract from or not add to the presentation -Sometimes has trouble bringing audio/visual aids or media smoothly into the presentation	-Does not use audio/visual aids or media -Attempts to use one or a few audio/visual aids or media, but they do not add to or may distract from the presentation

"Progressing" is targeted as an acceptable level of achievement. Primary reporting responsibility of English and Family and Consumer Sciences.

Students at Old Rochester Regional will be able to **use technology as a resource and a tool**.

Expectation: Use technology as a resource and tool				
	Criteria	Meets Standard (2)	Progressing (1)	Does Not Meet (0)
Originality	Produces original	Content is new, unique,	Had some new ideas or	Relies on existing models, ideas, or

	content	surprising; Shows a personal touch	improvements, but some ideas are predictable or conventional	directions; it is not new or unique
	Content is creative and innovative	May successfully break rules and conventions, or use common materials or idea in new, clever, and surprising ways	May show a tentative attempt to step outside rules and conventions, or find new uses for commons materials or ideas	Follows rules and conventions; uses materials and ideas in typical ways
Communication	Use of technology enhances ability to communicate main idea / message	Employed effective strategies within the use of technology to enhance the clarity and communication of main idea / message	Strategies used distracted or took away from the main idea / message	Minimal to no consideration was given to the communication of the main idea / message
Productivity	Chooses most appropriate digital tools for specific tasks	Evaluated available options and choose the most appropriate tool for a specific task	Chooses a digital tool that performs the task but is not the most appropriate tool available	Chooses an inappropriate digital tool for specific task
	Trouble-shoots digital obstacles	Completed product turned in on or before the deadline with minimal to no time spent off task	Partially completed product or product turned in after deadline due to distractibility or digital obstacles encountered	Did not complete product due to level of distractibility or inability to troubleshoot digital obstacles
Access, Analyze, and Synthesize Info	Accessing Information	Integrates relevant and sufficient information to address the Driving Question, gathered from multiple and varied sources	Attempts to integrate information to address the Driving Question, but it may be too little, too much, or gathered from	Is unable to integrate information to address the Driving Question; gathers too little, too much, or irrelevant information, or from too few sources

			too few sources; some of it may not be relevant	
	Evaluating Information	Thoroughly assesses the quality of information (considers usefulness, accuracy and credibility; distinguishes fact vs. opinion; recognizes bias)	Understands that the quality of information should be considered, but does not do so thoroughly	Accepts information at face value (does not evaluate its quality)
	Applying Information	Evaluates arguments for possible answers to the Driving Question by assessing whether reasoning is valid and evidence is relevant and sufficient; Justifies choice of criteria used to evaluate ideas, product prototypes or problem solutions; Revises inadequate drafts, designs or solutions and explains why they will better meet evaluation criteria	Recognizes the need for valid reasoning and strong evidence, but does not evaluate it carefully when developing answers to the Driving Question; Evaluates and revises ideas, product prototypes or problem solutions based on incomplete or invalid criteria	Uses evidence without considering how strong it is; Relies on "gut feeling" to evaluate and revise ideas, product prototypes or problem solutions (does not use criteria)

"Progressing" is targeted as an acceptable level of achievement. Primary reporting responsibility of technology and engineering.

CIVIC EXPECTATIONS

Civic Rubric

Students at Old Rochester Regional will be able to **participate in the local and school communities.**

Expectation: Participate in local and school communities			
Criteria	Meets Standard (2)	Progressing (1)	Does Not Meet (0)
Participation in the local and school communities	Actively and consistently participates in school or community based activities	Sometimes participates in school or community based activities	Does not yet participate in school or community based activities

"Progressing" is targeted as an acceptable level of achievement. Primary reporting responsibility of guidance and the transition classroom.

SOCIAL EXPECTATIONS

Social Rubric

Students at Old Rochester Regional will be able to **collaborate and adapt.**

Expectation: Collaborate and adapt			
Criteria:	Meets Standard (2)	Progressing (1)	Does Not Meet (0)
Works collaboratively to solve problems and accomplish goals in a group dynamic	Consistently contributes and is receptive to others' contributions, while maintaining a respectful environment	Sometimes contributes but is not always receptive of others' contributions	Does not yet participate within the group
Understands and adjusts to a variety of situations (i.e. classroom rules, workplace expectations, social situations, group interactions)	Consistently demonstrates understanding of expectations and adjusts behavior to a variety of situations	Sometimes demonstrate understanding of expectations and adjusts behavior to a variety of situations but may need an occasional prompting	Does not yet demonstrate an understanding and/or complying with expectations in a variety of situations

Demonstrates appropriate listening, questioning, and discussion skills	Consistently listens to individual and group interactions. Respects the knowledge, opinion, and skills of members during questioning and discussing. Is an active member of group discussions	Occasionally listens to individual and group interactions. Has some difficulty respecting the knowledge, opinion, and skills of members during questioning and discussing. Occasionally is an active member of group discussions	Does not listen to individual and group interactions. Does not contribute to group discussions in a productive manner
Demonstrates persistence, resiliency, and self-advocacy	Consistently overcomes challenges that arise	Occasionally overcomes challenges but may require assistance or prompting	Does not yet overcome challenges that arise

"Progressing" is targeted as an acceptable level of achievement. Primary reporting responsibility of math, physical education and science.

Students at Old Rochester Regional will demonstrate **cultural awareness.**

Expectation: cultural awareness			
Criteria	Meets Standard (2)	Progressing (1)	Does Not Meet (0)
Cultural appreciation	Demonstrates an understanding of other cultures and contributes to a diverse learning environment	Sometimes demonstrates an understanding of other cultures and Sometimes contributes to a diverse learning environment	Does not yet demonstrate an understanding of other cultures or contribute to a diverse learning environment

"Progressing" is targeted as an acceptable level of achievement. Primary reporting responsibility of classical and modern languages.

TESTING DATES

2026 - 2027

College Entrance Examination Board

SAT Exam Dates	August 22 September 12 October 3 November 7 December 5 March 6 May 1 June 5
PSAT Exam Date	October 17, 2026

For updated dates, times, and fees visit:
www.collegeboard.com/student/testing/sat/calenfees.html

MCAS Dates*

November 4, 5	ELA Retest
November 10, 12	Math Retest
February 2, 3	Biology Retest
March 23, 24	Grade 10 ELA
May 18, 19	Grade 10 Math
June 1, 2	Grade 9 Science

*These dates may be altered by the MA Department of Elementary and Secondary Education

Advanced Placement (AP) Exams - May 3 thru 14, 2027

GRADUATION REQUIREMENTS AND COMPETENCY DETERMINATION

In order to graduate from Old Rochester Regional High School with a High School Diploma, a student must satisfactorily complete the local graduation requirements established by the Old Rochester Regional School Committee and earn the Competency Determination in English, mathematics, and an approved science subject.

In order to be eligible for a Certificate of Attainment from Old Rochester Regional High School, a student, who does not meet the competency determination, must satisfactorily complete the local graduation requirements and additional criteria set forth by the Massachusetts Department of Elementary and Secondary Education.

Local Graduation Requirements

In order to graduate from Old Rochester Regional High School, a student must accumulate 120 total credits. In order to receive full credit, a student must receive either passing grade of a Pass (P) or a 65 (D) or better and meet the attendance requirements. Full-year courses are worth 5 credits each, half-year courses are worth 2.5 credits each. Credit will be granted upon completion of a course.

Within the 120 total credits, the following five-credit courses at the college prep, honors, Advanced Placement or Dual Enrollment levels are graduation requirements:

The following courses are graduation requirements	
English Language Arts	**Mathematics**
English 9 English 10 English 11 English 12	Four years of high school Math are required. Please note - The requirement of Algebra 1 and/or Geometry may be met as a prerequisite to a related high school mathematics course if successfully completed at the junior high level.
Social Studies	**Science**
World History US History I US History II	Two lab sciences, including Biology
Health Education	**Physical Education**
Health 9 Health 10	Four years or two years with a physical activity waiver*
The Arts	
One full year or two half-years	

*consistent with M.G.L. c. 71, §. 3, the school will only excuse a student from participating in Physical Education on the written order of a licensed physician.

The additional credits needed for a graduation may be selected from among elective courses. For transfer students, prior credits from other schools will be reviewed and accepted by the Standing Committee on Graduation Requirements (SCGR) with Principal oversight. For Old Rochester Regional High School, students seeking to apply for credits to be awarded from other institutions, these credits will only be granted with advanced approval from the SCGR.

Competency Determination

Students must meet the Old Rochester Regional High School requirements for a Competency Determination to receive a high school diploma. These requirements are in addition to the outlined Local Graduation Requirements.

As defined by the Massachusetts Department of Elementary and Secondary Education, the "Competency Determination" shall be based on the academic standards and curriculum frameworks for tenth graders and shall represent a determination that a particular student has demonstrated mastery of a common core of skills,

competencies, and knowledge in these areas, by satisfactorily completing coursework that has been certified by the student's district as showing mastery of the skills, competencies, and knowledge contained in the state academic standards and curriculum frameworks in the areas measured by the MCAS high school tests described in section one administered in 2023, and in any additional areas determined by the board.

Students who have previously earned a Competency Determination (CD) through a regular or retest administration of the MCAS (including the November 2024 retest) or through a DESE appeal process, have earned their Competency Determination.

Students in the Old Rochester Regional High School who have not yet earned their Competency Determination through previous MCAS administrations can meet the requirements for a Competency Determination through passing **all** of the following coursework:

- English 9 and 10
- Algebra 1 and Geometry, including coursework in grade 8
- Biology, Chemistry, Physics, or Physical Science course or an equivalent course.

or its equivalent as identified as certified courses through SCGR approval.

(Old Rochester Regional High School reserves the right to substitute any courses for the above stated courses provided they fully align with the appropriate MA Curriculum Framework Standards and the State Law regarding Competency Determination M.G.L. Title XII c.69, §.1D.)

Students who do not meet the required passing grades in the above prescribed courses may enroll in summer school, credit recovery courses, or be scheduled to take additional assessments and/or coursework by their guidance counselor that meet the same MA Curriculum Framework Standards. These opportunities will provide a student who has yet to meet the CD requirements additional opportunities to meet this standard for graduation.

In the event that a student transfers into Old Rochester Regional High School at any point during their high school career, a transcript review will be conducted by the Standing Committee for Graduation Requirements to ensure that the coursework from the previous school is aligned with ORRHS coursework for the Competency Determination and local graduation requirements. The Principal shall be the arbiter for all disagreements in transcript review. An appeal of the principal's decision may be made to the Superintendent. The Superintendent's decision on transcript reviews as related to CD is final.

Legal Reference: M.G.L. c. 69, §. 1D

MINIMUM STUDENT REQUIREMENTS

Students must be enrolled in the equivalent of seven (7) credit-earning courses. Students taking at least one AP course may take a minimum of six (6) credit-earning courses.

PROMOTION

Promotion is based on number of credits earned, according to the following schedule:

Promotion to:	A Minimum of:
Grade 10	30 credits
Grade 11	60 credits
Grade 12	90 credits

COURSE CHANGE

Academic schedules will be finalized for all students by the close of school the prior academic year. Students will not be allowed to add or drop courses following the last day of school. The only schedule changes that will be permitted will be level changes. A level refers to "level of difficulty" as in Honors and College Prep. A level change will require the authorization of the Principal. Prior to authorizing a level change, the Principal may conduct a meeting with the student, parent/guardian/caregiver(s), guidance counselor, and/or teacher to evaluate the

appropriateness of the request. Level changes will not be permitted after term 1. Following the close of the previous school year, students will not be allowed to drop Advanced Placement Courses.

AUDITING

- A course may be audited only for enrichment and only with the permission of the teacher, subject to written rules and expectations agreed upon between the student and teacher.
- Students must request audit status by the close of Term 1.
- Students may not change from Audit status to Credit status once the Audit status is defined.
- Audited courses will be graded as pass/fail and included on the final transcript.

GRADING SYSTEM

Achievement Marks:

A	(93-100)	D	(65-69)
A-	(90-92)	F	(64 and below)
B+	(87-89)	INC	(Incomplete)
B	(83-86)	WD	(Withdraw)
B-	(80-82)	P	(Passing)
C+	(77-79)	ME	(Medically Excused)
C	(73-76)	WD	(Withdraw)
C-	(70-72)		

GRADE POINT AVERAGE (GPA) / CLASS RANK

- Official GPA will be included on the student's report card at the end of every academic year.
- Initial class rank, which is based on a student's GPA for the first 6 semesters of high school (grades 9-11), will be determined as soon as all class member's incomplete grades have been resolved for the term culminating junior year. The class rank will be recalculated at the end of 4th quarter senior year to reflect senior grades. This official class ranking will appear on the final report card and high school transcript.
- Year-long courses which earn 5 credits or semester courses which earn 2.5 credits are used in calculating GPA/class rank.
- ORRHS will award credit to courses taken at other institutions.
- For class rank, only courses completed at Old Rochester Regional High School will be included.
- The following courses are not included in GPA/Class rank; Independent Study, Summer School, Evening School, Teacher Aides, Community Service, classes graded pass/fail, and any online course.
- Classes in which a student passes but receives no credit due to attendance will not be included in GPA/Class rank.
- Dual Enrollment classes are included in GPA at the weight of an Advanced Placement course but not included in class rank. Dual Enrollment classes will appear on high school transcripts.
- A student must be enrolled at Old Rochester Regional High School for a minimum of two years to be considered in the class rank.
- A student's average for a grade is the arithmetic mean of the weighted grades (refer to chart) for those courses in which 2.5 credits have been earned in a semester course or 5 credits in a full year course.

Weighted Grades – To calculate a weighted GPA, ORRHS will convert each final grade earned in college preparatory courses (A level) to a 4-point grading scale (where A=4.0; B=3.0; C=2.0; D=1.0 and F=0.0). Full-year honors level and Advanced Placement courses will receive an extra .5 and 1.0 points on the 4-point scale, respectively.

Grade	College Prep A	Honors	Advanced Placement
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D	1.0	1.5	2.0
F	0.0	0.0	0.0

- Class rank is determined by ordering the weighted grade averages of the students in a given class in descending order, with the student having the highest grade-average being designated as first.
- A student's rank is determined by counting the number of students having a higher grade-average than that student.

REPORT CARDS

- Report cards are issued quarterly.
- Students should report errors on their report cards to the teacher and to their Guidance Counselor.
- Students will carry the report cards home and review with parent/guardian/caregiver(s).

TRANSCRIPTS

- Students will have an opportunity to annually review their transcript and report any errors to the Registrar.
- A fee will be charged for an official transcript mailed after graduation.

BULLDOG BLOCK

The goal of Bulldog Block is to provide interventions, supports, enrichment, and extensions for students during the regular school day.

- Bulldog Block time is academic time.
- Bulldog Block meets every day for 40 minutes.
- Day 1 of the academic week is a planning day when Bulldog Block mentors and students jointly determine the student's Bulldog Block schedule for the remainder of the week.
- The remaining Bulldog Blocks of the student's academic week are used for intervention, support, enrichment, or extension.
- Academic teachers will pre-schedule students for Bulldog Block as soon as they notice a student is struggling in their class. A pre-scheduled Bulldog Block will be seen as "Teacher Requested".
- Teacher requested Bulldog Block interventions will, without exception, take priority over student preferences for interventions, supports, enrichments, or extensions. Mentor and other academic teachers are unable to override pre-scheduled interventions.

Student Responsibilities for Bulldog Block

- Students are to report to their Bulldog Block mentor on the first day of each academic week and will remain there for the duration of that block.
- When a student is absent for the Bulldog Block mentor day, they are to report to their mentor for Bulldog Block on the day they return to school to schedule any remaining Bulldog Blocks that week.

- If a student needs to change their Bulldog Block location assignment, it must be changed in the scheduling software by no later than 7:30 a.m. on that day.
- In the days following a Bulldog Block mentor day, students are to report to their assigned locations. Students are only allowed to leave their assigned location with an authorized hallway pass.
- Students not reporting to their assigned location:
    - 1st Offense - Student will be assigned to their mentor during Bulldog Block the following week
    - 2nd Offense - Student will be assigned to their mentor during Bulldog Block the following week and assigned a Saturday detention.

ADVANCED PLACEMENT COURSES

All students enrolled in Advanced Placement Courses are required to complete the appropriate AP exam issued by the College Board. These exams are administered at the school in May. Failure to complete the appropriate College Board AP exam will result in weighting the particular course as "Honors", not "Advanced Placement". Colleges will be notified if such a change occurs. Following the close of the previous school year, students will not be allowed to drop Advanced Placement Courses.

DUAL ENROLLMENT

Eligible high school students may enroll in college courses and earn both high school and college credit. Please consult your guidance counselor if interested.

Eligible students:

- Have a GPA of 2.5 or higher and be recommended to take college level coursework by their high school principal and guidance counselor.
- Demonstrate the ability to benefit from college level coursework.

Should students wish to have the class appear on their high school transcript, prior course approval must be received from the Standing Committee on Graduation Requirements before enrollment in the course. Old Rochester Regional High School is not responsible for providing academic support for classes taken through Dual Enrollment.

Dual Enrollment classes are included in GPA at the weight of an Advanced Placement course, but not included in class rank. The grade earned in the Dual Enrollment class will be reflected on the high school transcript.

ONLINE COURSEWORK

Old Rochester Regional High School offers online courses. Students can apply to take an online course for credit recovery, whereas they have failed a class and are looking to recover the lost credit. Students may also apply to take an online course for enrichment if the course is not offered at Old Rochester Regional High School. Applications are vetted and approved by a committee of teachers and administration.

Online courses are not included in GPA or class rank.

PRINCIPAL'S HONOR ROLL

The Principal's Honor Roll is based on accomplishments during a single term only, not an entire year. A student must be passing a minimum of 6 credit earning classes in order to be eligible. A student achieves Honor Roll according to the following categories:

- No grades lower than A is Highest Honors
- No grades lower than B- is Honors

NON-CUSTODIAL PARENTS RIGHTS

As required by M.G.L. c. 71, §. 34H, a non-custodial Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their child ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their child, while protecting the rights and safety of all parties.

MIDTERM AND FINAL EXAMS

All students are expected to take all scheduled midterm and final exams for the courses in which they are enrolled on the dates and times designated by the school. Students who fail to take a scheduled midterm or final exam will receive a grade of 0% for the exam. Any student who arrives late to a scheduled midterm or final exam will not be permitted to take the exam at the scheduled time and must complete the exam during a designated make-up session.

In the event of an unforeseen emergency circumstance, a parent/guardian may communicate with the Principal or Assistant Principal regarding their student's absence from a scheduled midterm or final exam. In these situations, a grade of 0% will not be recorded in PowerSchool. Students will, however, still be required to complete the missed exam during a scheduled make-up session.

INCOMPLETE GRADES

- Students have two weeks from the day grades close to make up any Incomplete Grades issued by teachers, including 4th term and the summer.
- All work not completed within the specified period will be given no credit and averaged with the completed work to determine a grade.
- In the case of extenuating circumstances, any extension of this policy must be arranged with the Principal before the end of the two-week time period.

FAILING GRADES – MAKE-UP PROCEDURE/SUMMER SCHOOL

- A student who fails a course during the regular school year may satisfy the requirements of the course in summer school.
- Students may take no more than 2 courses in summer school.
- Students must have a 55 final average or higher with teacher and/or administrator approval.
- ORRHS credit will not be granted or accepted for summer school, night school or on-line courses that have not been approved by the Principal prior to enrollment.
- This policy relates only to summer study to earn credit for a course failed during the preceding school year.
- The student transcript will include the grade from ORRHS as it stands for the course.
- The summer school grade will be placed on the transcript, in addition to credits earned for the course upon successful completion.
- Summer school grades are not included in GPA.

STANDING COMMITTEE ON GRADUATION REQUIREMENTS

Only the Standing Committee on Graduation Requirements may grant exceptions to any of the requirements for graduation and the earning of a diploma. A petition in writing, signed by the student and, in the case of a student of less than 18 years of age, a parent/guardian/caregiver, should be addressed to the Principal, ORRHS, Mattapoisett, Massachusetts. The Standing Committee may award graduation requirements and credit toward graduation from this school.

Students must get prior approval from the Principal before enrolling in a night school course, on-line course, Dual Enrollment course, and/or summer school course.

SENIOR OBLIGATIONS

Report cards and diplomas will not be issued to seniors until all graduation requirements and obligations to the school are met. To participate in commencement ceremonies, all requirements for graduation must be met. Students with report card and diploma “holds” will not participate in graduation until all outstanding obligations have been fulfilled. Seniors who participate in acts of vandalism or who carry out pranks will be subject to Category One of the discipline code and in addition may be excluded from senior activities and graduation.

SENIOR PRIVILEGE - DIRECTED STUDY RELEASE

Any student found assuming a senior study release privilege who did not receive prior approval will be subject to disciplinary measures.

To be eligible for the senior study release privilege starting second quarter of senior year, a student must have:

1. Passed all courses in the previous quarter with a minimum of a C-.
2. Not exceeded 3 absences by the end of the first quarter, 6 absences by the end of the second quarter and 9 absences by the end of the third quarter.
3. Not exceeded 3 tardy arrivals to school by the end of the first quarter, 6 tardy arrivals to school by the end of the second quarter and 9 tardy arrivals to school by the end of the third quarter.
4. Not exceeded 3 dismissals from school by the end of the first quarter, 6 dismissals from school by the end of the second quarter and 9 dismissals from school by the end of the third quarter.
5. No administrative detentions or suspensions.
6. All school debts paid in full.

The criteria for senior study release privilege approval will be reviewed at the end of each quarter to be sure the student still qualifies, as listed above. *Athletes should review the Athletics policy pertaining to the senior study release privilege.

SENIOR WEEK

Once seniors have been released from school after their final exams in May, they are not to return to school except for school business or as directed by the Principal for specific exercises. No disruption of the school will be tolerated at any time. Failure to comply may result in withholding of the diploma until after graduation.

In addition, the Principal has the right to refuse a student's participation in the graduation ceremonies and to withhold the awarding of a diploma on graduation day on the following grounds:

- Failure to participate in the graduation rehearsals as deemed necessary by the Principal.
- Refusal to wear approved academic robes (caps, tassels and gowns) and other appropriate clothing as determined by the Principal.
- Any breach of behavior or decorum, which would tend to discredit the school while the student is attending or en route to or from any of the traditional functions.

Senior "Skip Day" is not approved by the ORRSD. Any senior who participates in such an activity may be suspended in or out of school. In addition, a student may be restricted from the privilege of Senior Prom, Senior Week activities, or graduation ceremonies.

ACADEMIC INTEGRITY: CHEATING, PLAGIARISM, AND UNAUTHORIZED USE OF ARTIFICIAL INTELLIGENCE

Old Rochester Regional High School expects all students to demonstrate honesty, integrity, and responsibility in their academic work. Academic integrity is essential to maintaining a fair learning environment and ensuring that student achievement accurately reflects individual effort and understanding.

Academic dishonesty includes, but is not limited to:

- Cheating on tests, quizzes, projects, assignments, or examinations.
- Copying another student's work or allowing another student to copy one's work.
- Plagiarism, including presenting another person's ideas, words, research, or work as one's own without proper acknowledgment.
- Submitting work completed by another individual.
- Unauthorized use of Artificial Intelligence (AI), including AI-generated content, when such use is prohibited by the teacher or assignment expectations.
- Unauthorized use of electronic devices, online resources, or other materials during assessments.

Any suspected violation of academic integrity will be investigated by the teacher and reported to the Assistant Principal. The student will be provided an opportunity to explain the circumstances before a determination is made. Parents/guardians will be notified of substantiated violations.

Students found responsible for academic dishonesty may be subject to disciplinary consequences in accordance with the Student Code of Conduct and may be required to complete educational interventions related to academic integrity.

Consequences for Plagiarism and Academic Dishonesty

First Offense

- The assignment will be redone or an alternative assignment may be assigned at the teacher's discretion.
- The maximum grade that may be earned on the reassessed work will be 50%.
- Parent/guardian notification.
- Documentation maintained by the Assistant Principal.

Second Offense

- The student will receive a grade of 0% for the assignment.
- The student must complete the assignment or an alternative assignment for instructional purposes; no academic credit will be awarded.
- Parent/guardian conference may be required.
- Disciplinary consequences may be assigned consistent with the Student Code of Conduct.

Third Offense

- The student will receive a grade of 0% for the assignment.
- The student must complete the assignment or an alternative assignment for instructional purposes; no academic credit will be awarded.
- In-school suspension and/or additional disciplinary consequences may be assigned.
- Parent/guardian conference with administration.

Students who assist others in cheating, including by providing their work to be copied, will be subject to the same consequences as the student who commits the violation.

The theft, attempted theft, distribution, or use of confidential testing materials may result in suspension and additional disciplinary action.

The administration reserves the right to impose more serious consequences for significant violations, repeated offenses, or incidents involving examinations, assessment security, or substantial academic misconduct.

In cases where the determination of plagiarism or academic dishonesty is unclear, the Assistant Principal will review the available evidence, consult with relevant parties, and make a final determination.

CLASS CUTS AND TRUANCY

In accordance with the M.G.L. c. 76, §. 1, students are to attend school during the number of days required by the Board of Education.

Unnecessary absence due either to a student's willful decision or a parent/ guardian/caregiver's inability or unwillingness to ensure attendance is a violation of law and district policy. Parent/guardian/caregiver(s) who support or enable a chronic pattern of unnecessary absences for a student under the age of 16 may be subject to agency or court action. Chronic truancy and excessive absenteeism will result in the filing of a CRA (Child Requiring Assistance) petition in juvenile court.

TARDY TO SCHOOL/CLASS

- Students tardy to school must report to the front office as soon as they arrive. The receptionist will issue an admittance slip.
- After two unexcused tardies (arrival within the first half of the class) to a class/block, one class absence will be documented in PowerSchool.
- Upon three unexcused tardies to school per term, student will be assigned a Saturday detention.
- Upon four unexcused tardies to school per term, student will lose the driving on campus privilege for the remainder of the term. For students who do not drive to school, a parent meeting will be scheduled. In addition, community service or another appropriate Category Three consequence will be assigned.
- Students not present for 50% of the class will be considered absent.

PLANNED EARLY DISMISSALS

Students must bring dismissal notes to the front office to pick up the dismissal authorization from the receptionist prior to block one (prior to 7:30 a.m.) or upon arrival to school that day. If a dismissal must be done over the phone, it should be for emergency purposes only. In such cases, the phone call to the school front office must be received from the student's parent/guardian/caregiver and a return phone call from the school will be made to verify the dismissal. Students leaving during the school day must sign out at the front office with the receptionist before leaving the building. Students who return to the building from dismissal during a school day must sign in at the front office.

ATTENDANCE POLICY

Daily Attendance

For the purposes of ORRHS policy, a daily absence refers to a student's presence in school for that day. A student must be at school, at a school-related activity (i.e. field trip) or receiving academic instruction for at least half the school day to be counted as present. At ORRHS, for daily attendance, a student arriving at 7:30 a.m. is present for a full day at 11:00 a.m. A student can also be considered present for a full day by arriving before 11:00 a.m. and remaining in school until dismissal at 1:58 p.m.

Students must check into the front office by 8:00 a.m. and stay for the remainder of the school day in order to be eligible to participate in extracurricular activities that day. On a delayed start day, students must arrive at the designated start time and stay for the remainder of the school day in order to participate in extracurricular activities that day.

The Old Rochester School District 7-12 policy states:

Philosophy

Full day attendance is essential to the learning process. The Old Rochester Regional School District and Superintendency Union #55 (ORR/SU#55) will strive to meet a daily average attendance of 96% or above. The purpose of the Attendance Policy is to prioritize student attendance. At Old Rochester Regional High School, we believe that learning is an ongoing process that requires daily interaction of students with their teachers and peers. ORRHS strives to build a community of learners, and this community is hindered when students are absent. Parents/guardians/caregivers are partners with the school in assuring that students have consistent attendance and arrive at school and to class on time. A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of their character. Parents/guardians/caregivers can help their children by not allowing them to miss school needlessly. Accordingly, parents/guardians/caregivers will provide a written explanation for the absence or tardiness of their child. This will be required in advance for types of absences where advance notice is possible.

Excused Absences

The Commonwealth of Massachusetts (G.L. c. 76, §1) requires that every child, with certain exceptions, attend a public day school or other approved educational program during the time when public schools are in session.

Students may be excused temporarily from school attendance for the following reasons:

- Personal illness, injury, or quarantine
- Bereavement or serious illness within the student's immediate family
- Weather conditions so inclement as to endanger the health or safety of the student
- Observance of major religious holidays
- Official appointments to obtain a learner's permit or driver's license
- College visits
- Other exceptional circumstances approved by the Principal or designee

Parent/guardian notes requesting excusal should be submitted to the Main Office in hard-copy form or via email to the school receptionist.

To have an absence, tardy, or dismissal considered excused:

- Excusal notes for absences must be submitted to the Main Office within one week of the student's return to school.
- Excusal notes for tardies must be submitted upon the student's arrival to school on that day.
- Excusal notes for dismissals must be submitted on the day of the dismissal or by the following school morning.

A student may also be excused for other exceptional reasons with the approval of the Principal or designee.

Learner's Permit and Driver's License Appointments

Students may be excused for the purpose of attending an official appointment to obtain a learner's permit or driver's license. Families may be asked to provide documentation of the appointment or proof of attendance. Whenever possible, families are encouraged to schedule Registry appointments outside of the school day or during school vacations.

College Visits

Students may be excused for the purpose of attending a college visit. Only the actual day of the college visit will be considered an excused absence. Travel days before or after the visit will not be considered excused unless they qualify under another provision of this Attendance Policy. Families may be asked to provide documentation of the visit, such as confirmation from the college or admissions office. Multi-day college trips will be considered unexcused for any days beyond the actual day of the campus visit unless otherwise approved by the Principal or designee.

Chronic Absenteeism and Excessive Tardiness/Dismissals

Once a student is considered chronically absent, defined by the Massachusetts Department of Elementary and Secondary Education as missing 10% or more of school days, a medical note will be required for any future absences to be considered excused.

If a student accumulates excessive tardies and/or dismissals, defined as 10% or more of school days in a term, a medical note will be required for any future tardies and/or dismissals to be considered excused.

At ORRHS, student attendance will be recorded in all assigned classes. Students will be marked with one of seven attendance codes: Absent, Absent Excused, Dismissed, Dismissed Excused, Placement, Present, School Business, Suspension, In-School Suspension, Tardy or Tardy Excused. School Business is defined as absent from school or class for a school-sponsored opportunity (i.e. field trip or school competition). For students who are hospitalized for physical or mental health needs, inpatient or outpatient, they will be coded as Placement. Placement (PL) is an absence code that assists the educational team in initiating the treatment plan for communication with teachers and staff members.

Student Absence Notification Program

The school will notify a student's parent/guardian/caregiver within three (3) days of the student's absence in the event the parent/guardian/caregiver has not informed the school of the absence.
The school will make a reasonable effort to meet with any student, and that student's parent/guardian/caregiver, who has missed five (5) or more unexcused school days in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian/ caregiver. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian/caregiver. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least two dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian/caregiver. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the 10 (ten) day timeframe. The timeframe may be extended at the request of the parent/guardian/caregiver and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian/caregiver present, provided the Superintendent has documented a good faith effort to include the parent/guardian/caregiver.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian/caregiver on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

Class Attendance

For the purposes of ORRHS policy, "credit" means credit earned upon completion of a course. ORRHS offers half-year courses earning 2.5 credits and full-year courses earning 5 credits. 120 credits are required for graduation. Students earn credit by earning a passing grade (65 or better) and fulfilling attendance requirements as follows:

In a year-long course, the following will apply for class credit:

- Upon the 5th unexcused absence, the student will receive an attendance warning letter.
- Upon the 9th unexcused absence, the student will receive no credit for the course. Should the student pass the course, the transcript will read a passing final grade and no credit. A failing final grade will remain on the transcript.

In a half-year course, the following will apply for class credit:

- Upon the 3rd unexcused absence, the student will receive an attendance warning letter.
- Upon the 5th unexcused absence, the student will receive no credit for the course. Should the student pass the course, the transcript will read a passing final grade and no credit. A failing final grade will remain on the transcript.

To receive a present attendance code for a class, students need to be present in class for 40 or more minutes. Students not in class for a minimum of 40 minutes will be designated as absent.
A student assigned to *In School Suspension* will not be recorded absent for their classes missed. An *Out of School Suspension* will be recorded as absent except for each day that they receive academic instruction from the district for more than half the school day.

Educational services in home or hospital 603 CMR. 28.03(3)(c). Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue their educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator of Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

Hospitalized students and/or those students receiving documented medical treatment are able to be graded at a pass/fail for one term while they remain out of school. Students will be asked to complete work to demonstrate competencies to achieve a passing grade of 65 for the term. The students passing grade will be excluded from the final grade. In the event the student was not able to work to a 65 or is unable to return to the classroom in a second term of the same school year, they will lose credit in the course.

Using pass/fail for one term, we will adjust the absence numbers based on the three graded terms.

In a year-long course, the following will apply for class credit:

- Upon the 3rd unexcused absence, the student will receive an attendance warning letter.
- Upon the 6th unexcused absence, the student will receive no credit for the course. Should the student pass the course, the transcript will read a passing final grade and no credit. A failing final grade will remain on the transcript.

In a half-year course, the following will apply for class credit:

- Upon the 2nd unexcused absence, the student will receive an attendance warning letter.
- Upon the 4th unexcused absence, the student will receive no credit for the course. Should the student pass the course, the transcript will read a passing final grade and no credit. A failing final grade will remain on the transcript.

MAKE-UP WORK – ABSENCE

- Each student must assume responsibility for work and assignments missed because of absence.
- Students will be allowed two class meetings, for each class missed, to complete assigned work for full credit, unless prior arrangements have been made with the teacher.
- Students who are absent on the day an assignment is due are to turn in the assignment on the day they return to class, as the absence did not involve missed classroom instruction and therefore the student does not require additional time.
- Failure to make up work within the time allotted by the teacher will result in a zero (0) for that assignment.
- Upon receipt of a physician's written order verifying that any student enrolled in a public school must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period not less than fourteen school days in any school year, a student is eligible to receive educational services in that setting, temporarily, from the Old Rochester Regional School District.
- Makeup work will not be provided if the student cuts/skips class.

FAMILY VACATIONS

Parent/guardian/caregiver(s) and students are encouraged to plan vacations around the scheduled 180 school days so as not to interrupt the educational process. In cases of family situations involving extended absences, students must ask for work before they leave. The teacher is not obligated to give every specific assignment, but should give the general direction of the curriculum for the time the student is out of school. ORRHS finds that when students are out for multiple days at a time, it is extremely disruptive to their academic progress as makeup work cannot replicate missing instructional time.

NATIONAL HONOR SOCIETY

The National Association of Secondary School Principals formed the National Honor Society to recognize academic achievement. The Old Rochester Chapter is a chartered member of this organization. Criteria for membership include a minimum GPA, good attendance, and demonstrated qualities of service, leadership, and character. At Old Rochester, a student may be elected during either the junior or the senior year. Upon induction, each National Honor Society member is issued an official National Honor Society membership card. Administration, faculty, and staff recognize this card as a pass. Because membership in the National Honor Society represents character and leadership, as well as scholarship, this card allows members to use the privilege to access the library, computer room, guidance, and other studies, when the student is not in class. If the trust represented is broken, the faculty advisor and the administration may withdraw the privilege for that member. Minimum GPA will be based on National Honor Society standards.

PROCEDURAL AND INFORMATIONAL MATTERS

VIDEO CAMERA SYSTEM

A video camera system has been placed throughout the facility, where there is no reasonable expectation of privacy, for further security. Students identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

VISITORS

School policy is to accept only those visitors who have legitimate business at the school. Visitors and guests must register in the front office upon entering the building. For safety reasons, all doors will be locked. All doors can open from the inside to assure emergency exit. A valid State ID must be presented by all visitors.

Outside food deliveries to students are not allowed during the school day under any circumstances.

PROCEDURE FOR ENROLLING NEW STUDENTS

Appointments for enrolling new students must be made in advance through the registrar and the guidance secretary.

- New students will begin classes on the day following their appointment, if all required information has been submitted
- Enrollment is not complete until the student begins classes. Families who intend to move or build in the district must have the appropriate documents on file (see non-resident student policy).
- At the time of the appointment for enrollment, the parent/guardian/ caregiver must bring to ORRHS copies of the following:

    - Massachusetts transfer card
    - Birth certificate or custody agreement if pertinent
    - If pertinent, documentation of educational surrogate parent
    - Academic records: a transcript and the most recent report card
    - Discipline records or a statement from the School Principal that none exists
    - Health record with updated immunizations
    - Current program of courses
    - Special education records (if applicable)
    - Current Physical Exam (1 year)

All of the above information must be presented at the time of the enrollment appointment. Enrollment cannot be completed without proper documentation.

Students and parent/guardian/caregiver(s) may schedule an information meeting with a guidance counselor before enrollment. At this time school programs, courses, activities, etc. can be discussed and students may tour the building with a designated guide. Appointments for these information visits can be made through the guidance secretary.
In order for course work from another school to be considered for credit toward a diploma from ORRHS, an official transcript must be transmitted from that school directly to the Principal, ORRHS, 135 Marion Road, Mattapoisett, Massachusetts 02739. The Standing Committee on Graduation Requirements will then evaluate the transferring student's course work and assign appropriate credit.

TRANSFER

A student who is transferring to another school is urged to notify the guidance department as soon as the decision to move has been made. If the name of the school the student will attend is known, the student should request a transcript and test record to be furnished to the new school at once.

Transfer Procedure:

- The student should provide a note to the Principal signed by a parent/guardian/caregiver indicating the date of withdrawal, new residence and the name and address of the new school.
- If all this data is not available, the student should furnish as much as is known.
- The student should tell their guidance counselor of the change.
- If the move is to take place during the academic year, the counselor will, with the student's consent, contact the new school and assist in making the transfer with a minimum of wasted effort.

Under M.G.L. c. 71, §. 37L, any student transferring into a new school district must provide the new district with "a complete school record," including but not limited to, "any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act." 603 CMR 23.07(4)(g) allows a school district to release the entire student record of a transferring student to the new school without prior consent, provided that it gives notice that it forwards student records to another school in which the student seeks or intends to transfer. Students and parent/guardian/ caregiver(s) are hereby notified that ORRHS will forward all records to new school districts.

STUDENT RECORDS

Notification to All Students Leaving Old Rochester Regional High School
MA Dept. of Education Laws and Regulations (603 CMR 23.06)

1. The student's transcript shall be maintained by the school department and may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school system.
2. The temporary record of any student shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school system.
3. Students have the opportunity to receive temporary records prior to their destruction, by contacting the school.

WITHDRAWAL FROM SCHOOL

- A student less than 16 years of age may not withdraw from school unless they have earned a high school diploma.
- A student between the ages of 16 and 18 may only withdraw from school with the written consent of a parent/guardian/caregiver.
- A student planning to withdraw from school before graduation should discuss future plans with their guidance counselor.

DAILY BULLETIN

The daily bulletin will be read aloud each morning. Every student has an obligation to acquaint themselves with all bulletin information, which can be in the form of notices read aloud and emails, including the Week Ahead notice.

Athletic Department information, emergency announcements, and cancellations will be read over the public address system when necessary during the school day.

DISTRIBUTION OF SCHOOL PROPERTY

For the purpose of this policy, school property includes books, calculators, laptop computers, and all other school equipment issued to the student for use in the curriculum or in extra- curricular activities. Books will be loaned to students for use during the term of a course, subject to the following conditions:

- A student will be required to pay the full purchase price of any book not returned.
- The student is required to take proper care of every book issued and to protect it from loss and damage.
- The student should verify the identification of the book at the time it is issued. The student will sign a receipt for the book indicating its identification, number, and condition.
- If a student loses a book during the term of a course, their teacher may issue them a new book after completing a "Report of Lost or Damaged Book" form and agreeing to pay the replacement cost of the book. In the event that the book is found before the end of the accounting period, June 30, and is in good condition, the administration will refund money to the student upon application.

- Bills for books or materials or damaged school property are due and payable on presentation. Collection proceedings will be instituted on bills remaining unpaid after 30 days. Freshmen, sophomores, and juniors must pay all bills before the end of the school year. Seniors must pay all bills before graduation.
- Teachers will inspect all school-owned books from time to time. If a book is damaged, lost, or missing for any reason, the student may be issued another after completing and signing a "Report of Lost or Damaged Book" form and agreeing to pay the replacement cost of the lost or damaged book.
- Beginning with the 2022-23 school year, all incoming grade 9 students will be issued an electronic device by the school and will be expected to use it for schoolwork.

Replacement Fee Schedule for School Issued Technology Equipment

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

BEFORE SCHOOL

Student drivers, as well as students who ride the bus, are expected to report directly to the cafeteria upon arriving to school unless prior arrangements have been made with their subject teacher. Students found loitering in the parking lot before school will be subject to disciplinary action.

Students may enter the school building no earlier than 7:00 a.m. All students who arrive between 7:00 and 7:20 a.m. will report directly to the cafeteria. No hallway use by students is allowed before 7:20 a.m., other than the direct route to the cafeteria.

AFTER SCHOOL

Students will be permitted to be in and around the building until 3:30 p.m. At 3:30 p.m., students are to either board a late bus or arrange for a ride home from school unless directly supervised by a staff member.

PASSES

- Students who are in the corridors while classes are in session must have an approved pass.
- High school students are not to go to the Junior High School without prior written authorization from the administration.

HEALTH

Students must see the school nurse if they need first aid, become ill during school hours or wish advice on a health problem. A student should secure a pass from their teacher. 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.

State regulations require that each student have a physical examination at least every three or four years. The examination may be performed by either the student's own physician. The school requires physical examinations for students in grades 9 and 12.

State regulations require that every grade 10 student have a hearing test and a vision test. If the test results show hearing or vision difficulties, the student's parent/guardian/caregiver will be notified. All students participating in competitive sports must have a physical examination each school year, before participation. In case of injury, a student must have a release from their own physician before they will be permitted to resume active participation in sports.

The school nurse is not a substitute for a family physician or dentist.

Student Pregnancy Policy:

If a student becomes pregnant, they and/or their family will notify the student's counselor, the Administration or the School Nurse. A meeting will be scheduled with the student and the parent/guardian/caregiver(s) to discuss the educational options and support services available to the student. The above process will follow the confidentiality policies of the Old Rochester Regional 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 if they are 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 parenting student may not bring a 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.

DISPENSING MEDICATION AT SCHOOL

Students are not permitted to possess medications in the school building during the school day. A signed order from a physician, dentist, nurse practitioner, or physician's assistant is required to administer all medications in school, as required by M.G.L. Parent/guardian/caregiver permission is also required. Appropriate forms are available in the nurse's office. Special arrangements for medication administration during field trips must be made with the school nurse. Medications will be given by a parent/guardian/caregiver or by a school representative who has permission from the parent/guardian/caregiver.

ADMINISTERING MEDICATION TO STUDENTS

The policy of the ORRSD as mandated by M.G.L. c. 71, §. 54B and the Massachusetts Department of Public Health 105CMR, 210.001, et seq. "Regulations Governing the Administration of Prescription Medications in Public and Private Schools" is that prescription medication is not to be dispensed without a written order from a licensed physician as described in 105CMR 210.002 and written parent/guardian/caregiver consent. Over the counter medication and medicinal substitutes such as nutritional supplements will not be dispensed without a physician's order or parent/guardian/caregiver consent, as deemed necessary by the school nurse. Required orders and consents must be renewed as necessary and at the beginning of each academic year. All medications must be in the original container, properly labeled and delivered to the school nurse by a responsible adult (parent/guardian/caregiver). No more than a thirty (30) day supply will be accepted at one time.

Medication must be retrieved in person by the parent/guardian/caregiver. Medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.
All medication shall be dispensed by a Registered Nurse (including on field trips, if the parent/guardian/caregiver is not present) with the exception of medications that may be self-administered pursuant to M.G.L. c. 71, §. 54B. Appropriate school staff shall be notified of medication administration by the school nurse (or student's self-administration of prescription medication) with parent/guardian/caregiver consent, if not in violation of confidentiality. Administration of epinephrine will follow the procedures set forth by the Department of Health Regulations.

Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers under the following rules for Student Self-Administration of Medication.

Students with cystic fibrosis may possess and self-administer prescription enzyme supplements under the following rules of Student Self-Administration of Medication.

Students with diabetes may possess and self-administer glucose monitoring tests and an insulin delivery system under the following rules of Student Self-Administration of Medication.

RULES FOR STUDENT SELF-ADMINISTRATION OF MEDICATION

The school nurse may permit self-medication of prescription or over-the-counter medication by a student provided that the following requirements are met:

- The student, school nurse, and parent/guardian/caregiver enter into an agreement which specifies the condition under which the medication may be self-administered;
- The school nurse develops a medication administration plan which contains elements necessary to ensure a safe self-administration of the medication, including information for the safe storage of the medication and provided for accessibility of the medication for the individual student;
- The school nurse evaluates the student's health status and abilities and deems self-administration safe and appropriate, after observing initial self-administration of the medicine; "self-administration' means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.
- The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered, and follows the school self-administration protocols;
- There is on file a written authorization from the student's parent/ guardian/caregiver(s) that the student may self-medicate;
- There is on file a written order from the licensed prescriber for self-administration;
- The student documents the self-administration of the medicine and must report weekly to the school nurse. The school nurse will monitor the student's self-administration as appropriate;
- The student will keep a backup supply of the medication with the school nurse.

Legal Reference: 105CMR 210.01, et seq. and M.G.L. c. 71, §. 54B.

Administrative Procedures

Too protect the health and safety of all students in the building, the following disciplinary action will be imposed on students who violate the medication policy; Students who bring prescription or over-the-counter medication into school will be subject to the following discipline procedures:

- 1st offense
  - The medication will be confiscated immediately.
  - The parent/guardian/caregiver will be contacted immediately and the medication will be returned to the parent/guardian/caregiver.
  - The parent/guardian/caregiver and students will discuss the medication policy with the school nurse.

- 2nd offense
  - The student may be suspended from school.

- 3rd offense
  - The student may be suspended from school for ten days and face possible expulsion procedures.
  - Any student who distributes, sells, or otherwise makes available prescription or over-the-counter medication to others may be suspended from school for ten days and face possible expulsion procedures.

INFORMATION REGARDING USE OF ALCOHOL AND DRUGS

- **Students suspected of being under the influence of alcohol or drugs** - Any student who appears to be under the influence of alcohol or drugs on or off school property must immediately be reported to the school administration. If the administration concludes that the student is under the influence, the school will attempt to contact the student's parent/guardian/caregiver(s) and to arrange a conference between school officials and the parent/guardian/caregiver(s) to discuss resources that are available to help. The student will be sent home for the remainder of the day, or referred for further medical evaluation to a crisis center or hospital emergency room.

- **Students who use alcohol or drugs on school property, who are in possession of drugs or alcohol on school property, or who buy, sell, or distribute or attempt to buy, sell, or distribute, alcohol or drugs on or off school property, or who are under the influence of alcohol or drugs.**
  These are very serious offenses and are subject to discipline under Category One of the Discipline Code. Specifically, the school may take any or all four actions:

  1. The student may be subject to expulsion
  2. The student may be suspended or referred to the Superintendent for more stringent disciplinary measures
  3. The student's parent/guardian/caregiver(s) will be notified by phone
  4. Police officials may be notified

LOST AND FOUND

Any textbooks, notebooks, or school materials that are found should be turned in to the front office. An attempt will be made to return textbooks and other materials such as notebooks. Notebooks and materials for which ownership cannot be established will be discarded after 14 days. Valuables/money should be given to the front office for safekeeping.

LOCKS AND LOCKERS

Although students are assigned the use of a locker for the school year, all lockers remain the property of the school. School officials hold master keys and combinations. No items that are in violation of school rules, health regulations, or public statutes, are permitted to be stored in a school locker. The school may inspect lockers and their contents. No personal locks are allowed on any school locker. Students are not permitted to deface the lockers in any way (i.e. writing, stickers, etc.).

At no time does the ORRSD relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Students are advised not to carry large sums of money to school or to leave valuable property in a locker. If it is necessary to bring a substantial sum of money or valuable jewelry to school, it may be left in the school safe at the risk of the owner. Neither the School Committee nor any of its employees can accept any financial responsibility for losses of private property on district property.

FIRE DRILL

Fire Drill Procedures:

- Teachers and students should be aware of the location of fire extinguishers, fire alarms, and the evacuation plan.
- When the fire alarm sounds all students and school personnel must leave the building.
- Students should walk rapidly to the nearest exit. Do not run.
- If a fire alarm sounds during a change of classes, students should use the nearest exit.
- If an exit is blocked, the students normally using this exit are to leave by the next closest exit.
- Unless the safety of the student makes it inappropriate, the first student reaching a closed exit door will hold it open until all students in the group have passed through.

- Windows and all doors to the corridor should be closed.
- Students will exit to pre-assigned locations where their homeroom teacher will take attendance.
- Students are to maintain silence throughout the drill.
- After the drill is over, the students will return to classrooms by the route used to vacate the building.
- The drill is to be treated as a real emergency by all concerned. This is essential to the safety of everyone.
- Students who need assistance will be directed to a safe zone and will receive assistance from staff members at that location.

LOCK DOWN

All students, staff, and support personnel have been trained in the new enhanced lockdown protocol. This protocol should be followed in the event of a lockdown.

Lock Down Procedures:

"LOCKDOWN" – Isolates building occupants from violence.

- Gather students, staff and visitors from the immediate hallway.
- Lock and close all doors
- Turn off all lights and computers
- Hide all occupants from view
- Gather attendance material for your class and add those that you took into your class before closing and locking the door. Remember during a lockdown, once you close and lock the door DO NOT OPEN THE DOOR for anyone.
- In the event any person evacuates the building during a lockdown, they should report to one of the predetermined "rally" points.
- Students should remain quiet and listen for direction at all times.

"UNLOCK" Procedure-Lockdown only

- Stay hidden
- No such thing as an "ALL CLEAR" from the school intercom.
- Police will unlock the door and give further instructions.
- Stay with your students and others that you have gathered.
- Follow instructions of officials supervision evacuation regardless of agency.

Stay In Place/Hold Passing Procedures:

"STAY IN PLACE"

- Gather students, staff and visitors from the immediate hallway.
- Lock and close the door.
- Keep teaching.
- Make sure no student is using an electronic device.
- Wait for and follow instructions given out on the intercom
- Do not dismiss your class unless instructed to do so.
    - Not to next class.
    - Not to buses.
    - Not to a bathroom, office or guidance.
    - Not for any other reason.
- Could change to 'LOCKDOWN" if initial assessment changes
  Not an escalation in response but change in condition.

"HOLD PASSING"

Instructions over the intercom, to hold passing for a period of time

"STAY INSIDE"

- Keep doing what you normally would do.
- No one is allowed out of school.

TRAFFIC REGULATIONS

- All traffic will yield to school buses and operate in a safe manner.
- When school buses are loading, unloading or waiting, no vehicle is permitted to enter or use the roadways adjoining the northerly and westerly sides of the building.
- Students, staff, and visitors are only permitted to use the main road from the street and the north parking lot during such periods; this rule does not apply to maintenance vehicles.
- Students are not allowed to exit or enter the road adjacent to the Superintendent's building.
- No motor vehicle may pass a standing school bus showing flashing red lights on either the front or the rear.
- Each student who drives to school must complete a Student Parking Registration form in the Assistant Principal's office and obtain and display a parking tag on their car. Due to space limitations, parking tags are given on a first come, first serve basis to junior and senior students only.
- Students are only permitted to park in the area designated for student parking.
- Permission to drive a car to school is a student privilege which may be withdrawn if school rules are violated or if poor driving habits are displayed.
- Reckless or careless driving which is reported by a teacher, police, or any other responsible person while on school grounds <u>or</u> on a roadway within thirty minutes prior to the start of the school day or within thirty minutes after the end of the school day will result in that student's parking privileges being suspended or revoked as follows. Traffic citations reported by the police will also result in suspension or revoking of that student's parking privileges as follows.

  1st Offense: Parking on school grounds suspended 1 school day
  2nd Offense: Parking on school grounds suspended 2 school days
  3rd Offense: Parking on school grounds suspended 5 school days

  More than three reported offenses, school administrators may revoke the student's parking privilege for the remainder of the school year.
- Cars not registered in the Assistant Principal's office or cars with revoked privileges will not be permitted to park on school grounds during normal school hours and are subject to be towed at the owner's expense.
- Students whose parking privileges have been revoked must forfeit their parking tag to the Assistant Principal's office.
- Students who drive to school are expected to arrive on time and be in first block by 7:30 a.m.
- Any student being picked up during or after school, must be picked up in the front of the building at the main entrance.
- School buses and personal motor vehicles are strictly prohibited from idling on school grounds.
- The school and its administration will not accept the responsibility for any damage to or theft of any vehicle or its contents brought to school by a student. Further, the administration will not conduct any investigation or search for any vehicle, or its missing or damaged contents, which has been parked on school grounds.
- Students who drive to school are expected to arrive on time as well as display their parking sticker on the rear driver-side window. Failure to do so may result in disciplinary action, such as their driving privilege being revoked.

SPEED LIMIT

The speed limit on school property should not exceed ten (10) miles per hour. Students who violate the speed limit may lose the privilege of bringing an automobile to school.

LIBRARY CODE OF CONDUCT

- Be responsibly self-governing
- The library will maintain an atmosphere conducive to reading and research.
- Talking will be kept to a minimum and at a low whisper.
- Students must be actively engaged in research or independent reading that is school related.
- Only water is allowed in the library.

- There is no food or drink allowed in the computer alcove.
- A limit of 4 students to a table.

Overdue Policy

- Books are loaned for 2 weeks.
- Students with over-dues will not be able to check out additional books.
- Students who lose or damage books will be responsible for the price of replacement prior to the end of the school year.

Library Book Preference

If you prefer that your child does not check out a specific library book, you may opt out of having your child check out the book by emailing the school's librarian with the exact title of the book and the author's full name. If no email is sent to opt out, your student will have full access to the variety of books available in the school library. Here is the link to the library book platform: https://orrhs.masscat.org/

INTERNET ACCEPTABLE USE AND SAFETY POLICY

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Our Internet Service Provider uses Child Internet Protection Act (CIPA) certified upstream filtering to block many sites that have no educational value. While student use of the internet is monitored, monitoring of all internet use by staff members, administrators and students is neither feasible nor possible. Therefore, it is the purpose of these guidelines and the agreement for Internet use to ensure that all who use this valuable resource do so in an appropriate manner.

The ORRSD/Massachusetts School Superintendency Union No. 55, along with other organizations sponsoring this Internet connection, will not be liable for the actions of anyone connecting to the Internet through this hook-up. Therefore, all users shall assume full liability, legal, financial, or otherwise for their actions.

Violations of any of these guidelines may result in loss of access and/or additional disciplinary action as deemed appropriate. When applicable, law enforcement agencies may be involved.

The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet -- Terms and Conditions of Use

1) Acceptable Use - The primary purpose of the ORRSD/Massachusetts School Superintendency Union No. 55 Internet connection is to support the educational objectives of the district. No user shall use this Internet link for commercial purposes or to perform any illegal or inappropriate act, such as the use of the link to gain unauthorized access to other systems on the network.

2) Privileges - The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student must sign an Internet Acceptable Use and Safety Policy. The network administrators will determine what is inappropriate use and their decision is final. Also, the network administrators may close an account at any time as required. The administration, faculty, and staff of ORRSD/Massachusetts School Superintendency Union No. 55 may request the system administrator to deny, revoke, or suspend specific user accounts.

3) Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Obscenity is prohibited. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number, or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information of other users accessible via the network should be assumed to be private property.

4) Parent/Guardian/Caregiver/Student Communications Policy

- All ORRHS faculty and staff are assigned an email account and that is often the ideal way to communicate with teachers. Other avenues of communication with teachers include but are not limited to, in-person conferences, telephone conversations, and voicemail.
- A reasonable response time from faculty and staff is 48 hours during normal business hours unless otherwise noted.
- Issues regarding homework, classroom expectations, test results or a specific class are valid reasons for teacher communication.
- Questions or concerns that are not of an academic nature are best addressed by counselors, coordinators and /or administrators. For example, an administrator would best address issues dealing with the broader scope of school policies. Curricular concerns or questions regarding course selection and placement may best be addressed by a guidance counselor.

5) PowerSchool Acceptable Use Policy

STUDENT
PowerSchool provides convenient access to your academic progress and attendance at Old Rochester Regional High School and is considered another form of communication with your teachers.

Please read the following Acceptable Use Guidelines:

- Username and passwords are confidential. Do not disclose or share username/password with anyone.
  - The district is not responsible for stolen, given or shared usernames and passwords.
- Technical concerns should be addressed to John Ashley by email at johnashley@oldrochester.org
- All student access to PowerSchool is monitored.
- PowerSchool is available 24 hours a day/7 days a week, however checking your progress and/or grades during class time is unacceptable.
- Teachers will post their grades within 10 school days of the assignment due date. Although some assignments may take longer to grade. Please be patient**, do not contact teachers requesting a grade sooner than 10 school days.**
- Grade averages at the beginning of a quarter may seem low. As more grades are entered the quarter average will be reflective of the final grade. Missing assignments and assignments not yet entered into the gradebook may not accurately reflect your progress. Please take this into consideration when monitoring your progress.

PARENT/GUARDIAN/CAREGIVER
PowerSchool provides convenient access to your student's academic progress and attendance at Old Rochester Regional High School and is considered another form of communication with teachers and administrators.

Please read the following Acceptable Use Guidelines:

- Username and passwords are to be kept confidential. The district is not responsible for stolen, given or shared usernames and passwords.
- Technical concerns should be addressed to John Ashley by email at johnashley@oldrochester.org
- All parent/guardian/caregiver access to PowerSchool is monitored.
- Teachers will post their grades within 10 school days of the assignment due date, although some assignments may take longer to grade. Please be patient**, do not contact teachers requesting a grade sooner than 10 school days.**
- Follow the steps below before contacting any teacher about concerns regarding your student's progress and/or grades:

- Speak with your student.
- Have your student talk to their teacher for clarification.
- Check the teacher's grading policy.
- Parent/guardian/caregiver(s) may send an email or call the teacher. A response within 48 hours can be expected during normal school hours.
- Parent/guardian/caregiver(s) may request a meeting through the Guidance Department.
- After all of the above, parent/guardian/caregiver(s) may contact school administration by phone or email.

6) ORRSD/Massachusetts School Superintendency Union No. 55 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ORRSD/ Massachusetts School Superintendency Union No. 55 will not be responsible for any damages you suffer, including the loss of data resulting from delays, non deliveries, mis-deliveries, or service interruptions caused by the school district's own or your own negligence, or by the school district's or your errors or omissions.

Use of any information obtained via the internet is at your own risk. ORRSD/ Massachusetts School Superintendency Union No. 55 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your ORR District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Proxy servers are also prohibited.

8) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

PRIVACY AND RIGHT OF ACCESS TO STUDENT RECORDS

The privacy of student records and right of access to those records is governed by regulations of the Massachusetts Department of Education, promulgated under M.G.L c. 71, s. 34D.

Each student and their parent/guardian/caregiver(s) have a right of access to the student's entire record. They also have a right to a copy of that record. The fee charged for the copy is the cost of reproduction. If the student or their parent/ guardian/caregiver requests it, an appropriate school official will meet with them to interpret the record. A student or their parent/guardian/caregiver may add information or other relevant material to the student's record. Any request for deletion or amendment of material contained in a student's record must be made in writing or at a conference with the Principal or their designee. If the request is in writing, it should include a statement of the reasons for the request. The administration will then notify the parent/guardian/caregiver of their decision

Authorized school personnel also have access to student records when such access is required by their official duties.

With the following exceptions, the school will not otherwise release information concerning a student without the specific, informed written consent of the student or, in the case of a student under the age of 18, their parent/guardian/caregiver:

- The school may release for publication the student's name, class, participation in officially recognized activities and sports, degrees, honors and awards, unless the student or their parent/guardian/ caregiver notifies the school not to release that information without prior consent.
- The school will release information in response to a court order or a lawfully issued subpoena or in response to an appropriate request by a federal, state, or local official, such as an official of the Department of Public Health, the Department of Education, or the Department of Youth Services.

- The school will provide authorized school personnel of a school to which a student transfers access to the student transfer card. The school will also provide the officials of such school access to the student's transcript, discipline, and health records and, in the case of a student receiving special education services, the education plan and assessments pertinent to it. Before releasing such information, other than the transfer card, the school will notify the student and their parent/guardian/caregiver.
- The school may release anonymous statistical data to appropriate persons.
- Any request for release of information to a third party or access by a third party to a student's record must be in writing and signed by the student or, if the student is less than 18 years of age, by their parent/guardian/caregiver. The request must specify the parts of the student's record to be released, the reason for the release, and the party to whom the record is to be released. The student or their parent/guardian/caregiver may also request a copy of the records released.

USE OF THE ELEVATOR

There is an elevator at ORR capable of carrying students in need. Use of the elevator is limited to students who have specific permission from the administration. Unauthorized use of the elevator may result in disciplinary action.

EXCHANGE STUDENT POLICY

The School Committee authorizes the enrollment on a tuition-waived basis of students sponsored by the American Field Service. In a given school year, the committee will accept not more than five (5) students on a tuition-waived basis. Tuition may be waived for other foreign students if their numbers do not affect class ratios or require additional class sections. Persons proposing to enroll an exchange student at the high school must notify the Principal of the high school sixty (60) days prior to the student's projected starting date.

ORRHS accepts international students as an auditing student and as a regular credit student. As an auditing student, they are graded on a pass or fail basis. At the year's end, the student receives a certificate of attendance. As a regular credit student, they must fulfill all course requirements and will be graded in the usual manner (A-F). Regular credit students will be eligible for an ORRHS diploma if all requirements are met. Student transcripts (written in English) must be submitted before a student is enrolled in the regular credit program.

SEXUAL HARASSMENT POLICY

All persons associated with the Old Rochester Regional School District including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Old Rochester Regional School Committee and the School Committees of Superintendency Union #55 takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Sexual Harassment Prohibited

"Sexual harassment" is defined as unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions.

- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.
- Sexual harassment includes acts of sexual violence, including without limitation, physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or is unable to give consent due to an intellectual impairment or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.
- Under the definition stated above, direct or implied requests by a teacher, supervisor or any individual in a position of work or school authority for sexual favors in exchange for actual or promised job or school benefits such as favorable reviews, salary increases, promotions, increased benefits, continued employment, better grades, recommendations or other advantages constitutes sexual harassment.

While it is not possible to list all circumstances that may be considered sexual harassment, the following are examples of conduct that are inappropriate and that, if unwelcome, may constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, whether they involve physical touching or not.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- Discussions of one's own sexual activities or inquiries into others' sexual experiences.
- Displaying sexually suggestive objects, pictures, cartoons.

The definitions of discrimination, harassment and sexual harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school or work environment that is hostile, offensive, intimidating, or humiliating to either male, female, or nonbinary students or employees also may constitute discrimination, harassment and/or sexual harassment.

The Grievance Officer: Superintendent of Schools and/or Designee
The committee will annually appoint a grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the local grievance procedures. Please direct all complaints of sexual harassment to the following:

Michael S. Nelson, Grievance Officer and/or Designee
Superintendent of Schools
135 Marion Road, Mattapoisett, MA 02739
Phone: 508-758-2772

The policy and procedures set forth herein shall apply to complaints pursuant to state and federal laws, including: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; and Massachusetts General Laws, Chapter 151B.

Legal References
Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

GRIEVANCE PROCEDURES

The Old Rochester Regional School District & Massachusetts Superintendency Union #55 utilizes the procedures outlined in this policy to investigate and resolve reports of alleged violations of the district's Nondiscrimination

Policy (AC). The policy and procedures are intended to be interpreted and enforced as an integrated document. These procedures are designed to facilitate a prompt and effective internal review and resolution of allegations of bias-based conduct, discrimination on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age or homelessness.

Reporting Complaints of Discrimination and Harassment
If any Old Rochester Regional School District or Massachusetts Superintendency Union #55 ("District") student, parent/guardian/caregiver of the student, or employee believes that the student or employee has been subjected to sexual harassment or any other form of harassment or discrimination by an employee, other student(s) or third party, the student, parent/guardian/caregiver of the student, or employee has a right to file a complaint with the appropriate District as outlined. This may be done informally or formally, and verbally or in writing. District employees who observe incidents of harassment involving students, shall report such complaints or incidents immediately to the student's Principal or to the Grievance Officer. Administrators aware of harassment involving any employee shall report such incidents to the Grievance Officer or to the Superintendent.

> Employee Complaints of Discrimination and Harassment:
> Employees may report complaints of discrimination and harassment to their supervisor, the Grievance Officer or the Superintendent.
>
> Student Reports of Discrimination and Harassment:
> Students and/or parent/guardian/caregiver(s) may report complaints of discrimination and harassment to the student's teacher, Principal, Guidance Counselor, the Grievance Officer or the Superintendent.

Complaint Investigation
When the District receives a complaint of discrimination or harassment, it will investigate the allegation in a reliable, impartial and timely manner. If the complaint involves conduct that occurred off school grounds, outside of a school's education program or activity, the District will, as part of its investigation, consider the effects of the off-school grounds conduct when evaluating whether there is a hostile environment on school grounds. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. If the individual filing the complaint of discrimination or harassment is under eighteen (18), the school will notify the parent/guardian/caregiver(s) of the student before beginning the investigation.

The investigation may include an interview with the person filing the complaint and also may include interviews with witnesses or other individuals who the District believes would be useful to the investigation. The District also will interview the person alleged to have committed the discrimination or harassment. When the District has concluded its investigation, the District will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

These complaint investigation procedures cover complaints alleging discrimination or harassment on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age or homelessness. The procedures are designed to promote the sensitive handling of employee and student issues, the thorough investigation of complaints, and to facilitate a prompt and expeditious internal review and a fair and equitable resolution of complaints alleging discrimination on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age or homelessness.

Please note that while these procedures relate to the Old Rochester Regional School District and Massachusetts Superintendency Union #55's policy of promoting a workplace and educational setting free from discrimination and harassment, including sexual harassment, as detailed further in this policy, these procedures are not designed nor intended to limit the District's authority to discipline or take remedial action for workplace and educational conduct which the District deems unacceptable.

The Old Rochester Regional School District and Massachusetts Superintendency Union #55 will take steps to prevent the recurrence of any harassment and to correct any discriminatory effects on the complainant and others, if appropriate.

General Policies

1. No reprisals or retaliation shall be invoked against any employee, student, parent/guardian/caregiver, or any third party for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures.
2. No reprisals or retaliation shall be invoked against any employee, any student, parent/guardian/caregiver, or any third party, who, in good faith, has testified, assisted or participated in any manner in any investigation, proceeding, or hearing of a complaint or for otherwise participating in any way in these complaint procedures.
3. The District will work with an individual who files a complaint of discrimination or harassment, including conducting an investigation and holding conferences, in order to fairly, impartially and expeditiously resolve the complaint.
4. Whenever possible, a conference should be scheduled during a time that does not conflict with regularly scheduled work and/or school programs.

Procedures

Informal Resolution of Discrimination and Harassment Concerns (Informal Complaint Process)

1. Before initiating the formal complaint process, the student, parent/guardian/caregiver of the student, or employee may resolve any complaint regarding an alleged discriminatory practice on an informal basis.
2. The student or parent/guardian/caregiver can bring an informal complaint to a teacher, Principal, Guidance Counselor, the Grievance Officer, or the Superintendent.
3. When an informal complaint is made verbally, the person who first receives the complaint will assist the student or parent/guardian/ caregiver with creating a statement of the concerns in writing.
4. The employee can bring an informal complaint to either their supervisor or to the Office of the Superintendent.

Old Rochester Regional School District
Office of the Superintendent
135 Marion Road
Mattapoisett, MA 02739
508-758-2772

The appropriate department or school administrators shall attempt, within their authority, to work with the individual to resolve the complaint fairly and expeditiously within ten (10) working days of receiving the complaint. Attempts will be made to resolve the matter to the satisfaction of the employee or student or parent/guardian/caregiver who has made the complaint. If the employee or student or parent/guardian/caregiver is not satisfied with the resolution of an informal complaint, or if the employee or student or parent/guardian/caregiver does not choose informal resolution, then the employee or student or parent/guardian/caregiver can begin the formal complaint process.

Formal Resolution of Discrimination and Harassment Concerns (Formal Complaint Process)

Employees, students, parent/guardian/caregiver(s) and third parties are encouraged to direct their complaint to the designated Grievance Officer, who has been designated by the Superintendent to handle such claims, or directly to the Superintendent.

Susana Cunningham, Human Resources
135 Marion Road
Mattapoisett, MA 02739
Phone: 508-758-2772 x1939

Michael S. Nelson, M.Ed., Superintendent of Schools
135 Marion Road
Mattapoisett, MA 02739
Phone: 508-758-2772 x1956

Employees may also file a formal complaint with their supervisor who will, within 24 hours of receipt, forward a written record of the complaint to the Grievance Officer.

Students or parent/guardian/caregiver(s) may also file a formal complaint with a teacher, Principal or Guidance Counselor who will, within 24 hours of receipt, forward a written record of the complaint to the Grievance Officer. Employees and students or parent/guardian/caregiver(s) are encouraged to file their complaint no later than twenty (20) working days after the alleged discriminatory practice occurred in order for an expeditious investigation to be conducted. (The District will accept complaints filed later on a case-by-case basis.) The employee or student or parent/guardian/caregiver will be asked to fill out a reporting form that will state the name of the individual(s) who engaged in discrimination or harassment, and the location of the school/department where the alleged discriminatory practice or policy occurred, the basis for the complaint and the corrective action the employee or student or parent/guardian/caregiver is seeking. The employee or student or parent/guardian/caregiver will have the opportunity to present witnesses and other evidence.

After filing the formal written complaint, the Grievance Officer shall promptly give written notification to the appropriate school/department identified in the complaint. This written notification shall be a copy of the complaint filed. The Grievance Officer will conduct the necessary investigation promptly after receiving the complaint. In the course of its investigation, the Grievance Officer shall contact those individuals that have been referred to as having pertinent information related to the complaint. This process shall include, at a minimum, contacting the complainant, the complainant's parent/guardian/caregiver if the complainant is under the age of 18, and the person against whom the complaint was filed and/or the Principal or appropriate authority involved. The complainant and, if applicable, the subject of the complaint, will be interviewed and given a full opportunity to state their case through the presentation of witnesses and other evidence. Witnesses and other persons relevant to the complaint, if any, will also be interviewed. The investigation will also include a review of any documents or other information relevant to the complaint.

The Grievance Officer will make sure that the complaint is resolved as quickly as is feasible and will strive to complete the investigation within thirty (30) working days after the complaint is filed. When more than thirty (30) working days is required for the investigation, the Grievance Officer shall inform the employee or student or parent/guardian/caregiver who filed the complaint, in writing, that the investigation is still ongoing and will provide, to the extent appropriate, the reason for the delay. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. For example, sometimes the employees or students that are involved in the complaint are not immediately available.

If the Grievance Officer finds that there is reasonable cause, based upon a preponderance of the evidence (i.e., more likely than not), for believing that a discriminatory or harassing practice has occurred, the Grievance Officer will refer the matter to the Superintendent of Schools for appropriate action, up to and including termination for employees or expulsion for students.

The Grievance Officer will notify, in writing, the complainant and, where applicable, the individual against whom the complaint was filed, of the outcome of the investigation. Notification of the outcome will be completed within ten (10) working days of the termination of the investigation.

If no satisfactory resolution can be reached through either the informal or formal resolution procedures detailed above, the student or parent/guardian/ caregiver or employee has the right to take the complaint to an appropriate state or federal agency. Moreover, it should be noted that using the Old Rochester Regional School District and Massachusetts Superintendency Union #55's complaint process does not prohibit an employee or student or parent/guardian/ caregiver from filing a complaint with these agencies (contact information provided below).

Disciplinary Action

For students, discipline will be imposed consistent with the student code of conduct and state laws and regulations. Such action may include suspension, expulsion, or other action deemed appropriate under the circumstances. Discipline of school staff will be consistent with collective bargaining procedures, if applicable, and may include written warning, suspension from employment, employment termination, or another action deemed appropriate under the circumstances.

In addition to discipline as outlined above, the District may also address concerns regarding discrimination/harassment by applying such approaches as alternate dispute resolution, restorative justice, professional development, training, or coaching. Responsive measures will include any steps necessary to prevent

the recurrence of any discrimination and/or harassment in the future and will include corrective action aimed at eliminating any discriminatory effects on the complainant and others, as appropriate.

In certain cases, harassment and sexual harassment of a student may constitute child abuse under Massachusetts law. The District will comply with all legal requirements governing the reporting of suspected cases of child abuse.

State and Federal Remedies
Nothing in this policy or procedure shall be deemed to affect a complainant's right to pursue other remedies at law, including administrative appeals or lawsuits. Administrative agencies with jurisdiction in these matters include:

The Massachusetts Commission Against Discrimination ("MCAD")
One Ashburton Place, Room 601
Boston, MA 02108
617-727-3990

The U.S. Department of Education, Office for Civil Rights ("OCR")
5 Post Office Square 8th Floor
Boston, MA 02109-3921
617-289-0111

Massachusetts Department of Education
75 Pleasant Street
Malden, MA 02148
781-388-3300

The U.S. Equal Employment Opportunity Commission ("EEOC")
One Congress Street - 10th Floor
Boston, MA 02114
617-565-3200

NON-DISCRIMINATION IN CURRICULUM

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

SEX EDUCATION POLICY

In accordance with M.G.L. c. 71, §. 32A, it is the policy of the school district that the School Principal shall notify the parent/guardian/caregiver of each student who is to be enrolled in a course or program whose curriculum primarily involves human sexual education or human sexuality, and shall afford parent/guardian/caregiver(s) the flexibility to exempt their student from any portion of said curriculum through written notification to the School Principal. No student so exempted shall be penalized by reason of such exemption.

To the extent practicable, the School Principal shall make program instruction materials for said curricula reasonably accessible to parent/guardian/ caregiver(s), educators, school administrators and others for inspection and review.

CHILD ABUSE POLICY

In accordance with M.G.L. c. 119, §. 51A, any physician, medical intern, medical examiner, dentist, nurse, public or private school teacher, educational administrator, guidance or family counselor, probation officer, social worker or policeman, who, in their professional capacity shall have reasonable cause to believe that a child is under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon them including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the Department of Social Services (DSS) by oral communication and by making a written report within forty-eight hours after such oral communication; provided,

however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, they shall immediately either notify the DSS or notify the person's designated agent, whereupon such person in charge of their said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report may take, or cause to be taken, photographs of the areas of trauma visible on a child who is subject of such report without the consent of the child's parent/guardian/caregiver(s). All such photographs or copies thereof shall be sent to the DSS with such report.

PROCEDURES FOR REPORTING CASES OF CHILD ABUSE

The purpose of this procedure is to facilitate and assist in the appropriate reporting of neglect or abuse.

- Any staff member who suspects that a child has been abused or neglected shall report this as soon as possible to the Principal or the Superintendent on the day of the observation.
- The Principal will review the report and school information with appropriate staff members (School Adjustment Counselor, Nurse, Assistant Principal, Guidance Counselor, and Teacher) as soon as possible, and within two days of the referral. Reasonable cause must be determined before informing the DSS. There does not need to be incontrovertible proof of abuse or neglect, but there needs to be sufficient facts to establish "reason to believe" that there is abuse or neglect.
- The school Principal or their designee shall call the DSS in New Bedford **(**508-997-3361 or the DSS Hotline number) and notify them of the alleged child abuse.

    - The school may request that the caseworker maintain contact with a specific school staff member.
    - The specific identity of the reporter can remain confidential.

- Parent/guardian/caregiver notification will be at the discretion of the Principal.
- Within forty-eight (48) hours of making the oral report to the DSS, the School Principal or their designee shall submit a written report (Form 51A) to DSS. The 51A form is to be sent by CERTIFIED MAIL. A photocopy of the report is to be forwarded to the Superintendent of Schools.
- School authorities are obligated under Massachusetts law to report sexual abuse to DSS.

BULLYING PREVENTION AND INTERVENTION
(Secondary 7-12 Version)

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new 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 law (M.G.L. c. 71, § 37O) that is important for students and parent/guardian/caregiver(s) 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 new 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. Parent/guardian/caregiver(s) 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 Harassment

Students may not engage in bullying or cyberbullying. Massachusetts 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.

According to M.G.L. c. 71 s. 37O:

Bullying, as defined in M.G.L. c. 71, § 37O and adopted by the Districts, is the repeated use by one or more students or staff members of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

A. Causes physical or emotional harm to the target or damage to the target's property
B. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property
C. Creates a hostile environment at school for the target
D. Infringes on the rights of the target at school
E. Materially and substantially disrupts the education process or the orderly operation of a school

For the purposes of this section, bullying shall include cyber-bullying.

"Cyberbullying" is:

> Bullying through the use of technology or electronic devices such as telephones, cell phones, computers, tablets, and the Internet. It includes, but is not limited to, email, instant messages, text messages, social media postings, and other Internet postings.
>
> See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

The Old Rochester Regional School District and Massachusetts Superintendency Union #55 School Districts are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to intimidation, bullying, or harassment. Verbal, physical, and sexual harassment of others will not be tolerated. Students who bully and/or harass others will be subject to disciplinary measures that may include suspension from school. Students who feel they are being harassed should report the incident immediately to a teacher, guidance counselor, adjustment counselor, or administrator. Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Before fully investigating the allegations of bullying and/or harassment, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. The principal or designee will promptly investigate all reports of bullying, cyberbullying, or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. The Principal/Investigator instructs all parties of the importance of the investigation, their obligation to be truthful, and the fact that retaliation against someone who participates in a bullying or harassment investigation is strictly prohibited and may result in disciplinary action. To the extent practicable, and given their obligation to investigate and address the matter, the Principal/ Investigator maintains confidentiality during the investigation process. Procedures for investigating reports of bullying and retaliation will be consistent with Old Rochester Regional School District & MA Superintendency Union #55 policies and procedures for investigations.

Upon determining that bullying, cyberbullying, or retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the target and the student aggressor of this orally and in writing, and an investigation will take place.

If the reported incident involves students from outside of the District, the Principal/ Investigator must promptly notify the principal of the other school(s) of the incident so that each school may take appropriate action. All communication will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

At any point after receiving a report of bullying, harassment or retaliation, if the Principal/Investigator has a reasonable basis to believe that a crime has been committed and criminal charges may be pursued against an alleged

aggressor, they will notify the relevant town's police department. Notice is consistent with the requirements of 603 CMR 49.00.

When the investigation is complete, the Principal/ Investigator considers all of the information and evidence gathered and makes a determination based upon the facts and circumstances. The Principal/ Investigator promptly notifies the parents/ guardians of the alleged target and the alleged aggressor about the results of the investigation and, if bullying, harassment or retaliation is substantiated, what action(s) is being taken to prevent further acts of bullying, harassment or retaliation. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what actions and/or disciplinary action is necessary. In instances where bullying is not substantiated, this event may fall under other categories of the discipline code.
Notices to parents/ guardians are in compliance with applicable state and federal privacy laws and regulations. Because student and personnel records are confidential, the Principal/ Investigator cannot report specific information to the target's parents/ guardians about disciplinary actions taken unless they involve a "stay away" order or other directives that the target must be aware of in order to report violations.

The Principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

False Reports of Bullying If the Principal determines that a student has knowingly made a false report of bullying, that student will be subject to disciplinary action under Category One. If the Principal determines that a student has knowingly made a false report of bullying, that student will be subject to disciplinary action under Category One.

The Old Rochester Regional High School community is committed to providing a safe environment to every student. The following is a statement of rights and responsibilities afforded to all students at ORRHS.
All students will feel free and safe:

- to come to a safe school environment every day. Areas including locker rooms, hallways, bathrooms, the gymnasium, sports fields, and extracurricular events will be safe and accessible to all students.
- to report incidents of harassment or bullying safely to a staff member.
- to access the school social worker, guidance counselors, the school nurse or other trusted staff member
- to the security of person and property as well as personal space
- to explore positive, healthy relationships
- to express own opinions and be respected
- to have the responsibility to demonstrate respect towards all staff members, including teachers, paraprofessionals, custodians, librarians, nurses, secretaries, and administrators. Students should also expect the same level of respect from all professional staff at ORRHS.

Disciplining Bullies and Rehabilitation/Remediation
ORRHS has implemented a three-tiered system of discipline to deal with bullying behavior.

• **Tier 1** is a first-time offense of bullying. The Assistant Principal based on the nature of the offense will discipline the student based upon how it falls within the student handbook guidelines. If the Assistant Principal views the situation as a case of bullying (as defined by anti-bullying policy) then the student is placed within the remediation program. The student will be referred to and participate in a mandatory remediation program. The bully's teachers and relevant school staff members will be notified of their behavior and made aware of a potential conflict with the target. The Assistant Principal will follow-up with both the bully and the target in subsequent weeks to assess the effectiveness of remediation and intervention.

• **Tier 2** is a second offense of bullying. Student will be disciplined according to the student handbook. Following an assessment of student handbook violations by the Assistant Principal, a recommendation of counseling will be made to the parent/guardian/caregiver(s) and school committee. The Assistant Principal will also develop a behavior contract with the bully.

• **Tier 3** is a third offense and will be viewed as a category 1 offense within the student handbook.

The Assistant Principal reserves the right to elevate a first or second offense to the third tier based on the severity of the offense. Any student entering tier 2 or 3 will be mandated to participate in the school remediation program.

Bullying Prevention and Intervention Policy
Click on the link to see the policy
https://docs.google.com/document/d/1W6pcrg4nBVEkLi1WTjlRtCvgsoDZ-UXo/edit

Statement of Non-discriminatory Practices
Old Rochester Regional School District & MA Superintendency Union #55 does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected group in its admission of students, or access of students to all programs or activities offered by Old Rochester Regional School District & MA Superintendency Union #55, including athletics and extracurricular activities.

The Old Rochester Regional School District & MA Superintendency Union #55 strives to prevent, oppose, and prohibit harassment or discrimination based on a student's race, color, religion, gender, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected group, and will respond promptly and appropriately to any complaint or report of discrimination or harassment.

Procedures for Responding to Harassment Complaints
Students who bully and/or harass others will be subject to disciplinary measures that may include suspension from school. Students who feel they are being harassed should report the incident immediately to a teacher, guidance counselor, adjustment counselor or administrator.

Harassment is conduct of a verbal, written, electronic, or physical nature directed towards a person of a protected class based on their race, sex, creed, color, national origin, sexual orientation, gender identity, religion, age, or disability that is designed to distress, agitate, threaten or endanger, students includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, sexual orientation, gender identity, religion, marital status or disability which has the purpose or effect of unreasonably interfering with a student´s performance or creating an intimidating or hostile learning environment.

Sexual harassment is also included in this area. When a student comes forth with a complaint that he/she has been the subject of sexual harassment, the procedures set forth in the School Committee Policy on Sexual Harassment will be followed. Consequences for students are a verbal warning; reprimand; a written warning/reprimand entered into the student's file; suspension; expulsion; an apology to the victim; a written paper on the topic; learning about sexual harassment; referral for psychological assessment; parental/student/school administrator conference; police involvement; community service; other sanctions deemed appropriate by the school administrator.

In any of the above cases where an act of harassment, including sexual harassment, is charged, the person affected should refer their allegation to the compliance officer:

Jaime Curley, Ed.D., Assistant Superintendent of Student Services
135 Marion Road.
Mattapoisett, MA 02739
Telephone: (508) 758-2772, Ext. 1942

See School Committee Policies ACAB and JICFB.(link policies)

RULES AND REGULATIONS

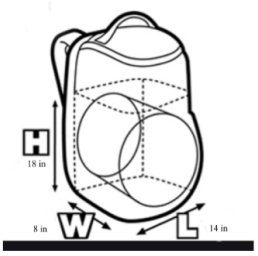
STUDENT DRESS AND APPEARANCE

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, 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.
- Hoods cannot be worn during the school day. If a hat or head adornment is being worn, ears must be visible at all times.
- 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 pornography, nudity, or sexual acts.
- 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 or other attire that may be perceived as a gang-related symbol cannot be worn to school.
- 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 violation will be consistent with discipline policies for similar violations.

BACKPACK POLICY

Students are required to use their assigned locker to store their backpacks during the hours of 7:25 AM to 1:58 PM. Students may only carry bags between the hours of 7:25 and 1:58 that do not exceed 18 inches in height, 14 inches in length, and 8 inches in width (from front to back) when completely filled. Most drawstring backpacks and small messenger bags are permitted only if they fit within the stated measurements. These bags will only be permitted if they are stored on the hooks on all classroom desks and can be hung on the hook by the straps without touching the floor. In the absence of a hook, a classroom will have a dedicated area for bags. If teachers and/or faculty question whether a student's bag meets these requirements, the student must bring their bag to the Assistant Principal's office; their bag must be able to fit in a box of such measurements. Please see diagram for guidelines.



ELECTRONIC MEDIA AND COMMUNICATION DEVICES

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.

Students will adhere to the following guidelines:

- All cell phones are to be locked in a locker from 7:25 a.m. to 1:58 p.m.
- Over the ear headphones are prohibited at ORRHS. Earbud use is allowed in classrooms and the library at the discretion of the classroom teacher provided they are producing sound at a volume deemed reasonable to staff members and are not connected to a cellular phone. Earbuds must be connected to a visible device on the desktop. Earbuds are prohibited in hallways and bathrooms at all times. It is a reasonable request of a staff member to ask a student to remove earbuds.
- Smart watch devices can be worn in classrooms at the discretion of the classroom teacher.
- Students may charge electronic devices in school at the discretion of the classroom teacher.
- In the event a student forgets their laptop and needs a school-issued one for the school day, the student will trade their cell phone for the school electronic device in the Guidance Office. They will receive their cell phone back upon return of the school-issued laptop.

School-issued or personal devices (tablets, chromebooks, laptops) are to be used for educational purposes only. Electronic devices are not to be used for playing games, watching media, or personal communication (i.e. text messaging). A student may not use an electronic device for recording, videotaping, or taking pictures.
Students found in violation of this policy will face the following consequences:

- **First offense:** Student will be sent to the Assistant Principal's office to turn over the electronic device. Device will be returned at 1:58.
- **Second offense:** Student will be sent to the Assistant Principal's office to turn over the electronic device. Device will be returned at 1:58. A parent/guardian/caregiver will be notified.
- **Third offense:** Student will be sent to the Assistant Principal's office to turn over the electronic device. Device will be returned at 1:58. Following that school day, the student will be required to leave the device home or to turn it in to the Assistant Principal's office for an extended period of time. A parent/guardian/caregiver will be notified. Third and subsequent offenses will be considered a Category Two Offense (insubordination).

DESTRUCTION OF PUBLIC PROPERTY

A person who neglects, misuses, or loses district property will be held financially liable for the losses to the district arising from such neglect, misuse, or loss. Including, but not limited to:

- A student who marks a desk will be expected to pay for the refinishing of the desk.
- A student who marks a book will be expected to pay for the book at its replacement cost to the district.
- The student is responsible for all equipment issued to them and must reimburse the school for items that are lost, broken, or damaged.

NO SMOKING POLICY

In accordance with M.G.L. c.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 in-school suspension, suspension out of school for up to five days and/or loss of student privileges. Furthermore, the possession of tobacco, tobacco products, or electronic cigarettes is prohibited and punishable by the standards of Category One discipline violations.

Tobacco and Vaping

Paraphernalia or possession/use of tobacco and/or vaping within school buildings, facilities, on school grounds, and on school buses is prohibited. See School Committee Policies ADC and JICH.

RESTRICTED AREAS

Kitchen, Custodial, Shipping and Receiving Areas

Considerations of public health and safety and protection of district property require that traffic in the kitchen and custodial areas be restricted to those persons having proper business there. This prohibition does not extend to the serving line area, but does extend to all other areas. Students who violate this regulation will be subject to disciplinary action.

BUS TRANSPORTATION

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. The School District in coordination develops bus stops and routes with the bus contractors. All students are to get on and off at their own designated bus stop. If a student is to ride another bus, walk home or travel to a friend's house, or be picked up by a parent/guardian/caregiver or friend they must bring in a note indicating so and submit it to the front office. Verbal permission will not be accepted unless an emergency exists. Students must have a pass to board the late bus.

Idling

School buses and personal motor vehicles are strictly prohibited from idling on school grounds.

STUDENT CONDUCT ON A BUS

It is expected that students having the privilege to ride a school bus to and from school will cooperate completely with the bus driver to ensure the safety of all passengers, the driver, pedestrians, and other drivers and their passengers. Student misbehavior causing danger or unnecessary delay will not be tolerated. Any student reported for misbehavior on a school bus, going to or from a school bus, or at a school bus stop will receive appropriate consequences.

- It is essential that each pupil cooperate with the driver for the safety of all concerned.
- Students will stand back from the roadway while awaiting arrival of the bus. They will refrain from throwing objects or acting disorderly at a bus stop.
- Students will be picked up and dropped off at regularly scheduled stops only.
- Students will enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached.

Extracurricular Trips

The above rules and regulations will apply to any trip with school sponsorship. Pupils shall obey the instructions of the chaperones appointed by the school.

VIDEOTAPING ON SCHOOL BUSES

Parent/guardian/caregiver(s) 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.

BUS DISCIPLINE POLICY

Violation of bus rules will be reported promptly by the driver in writing to the administration and the student's parent/guardian/caregiver(s), with a copy to the offending student. Violations may result in the loss of bus privileges, in addition to disciplinary consequences up to and including suspension from school. In general, loss of bus privileges will be applied in progressive steps:

1st Offense	Warning
2nd Offense	3-day bus suspension
3rd Offense	10-day bus suspension

Additional Offense(s): Exclusion from the bus for an extended period of time, up to and including permanent exclusion. The nature of the offense and the particular circumstances will determine whether all of the above steps are followed in sequence. For example, a first offense of sufficient seriousness may result in permanent exclusion from the bus.

FIGHTING

Fighting is not tolerated at any time at ORRHS. The penalties for fighting may include, but are not limited to, the following:

- 1st fight – suspension of three (3) or more days with possible recommendation for an expulsion hearing.
- 2nd fight – suspension of five (5) or more days with possible recommendation for an expulsion hearing.
- 3rd and subsequent fights – suspension of ten (10) or more days with possible recommendation for an expulsion hearing.

THE DISCIPLINE CODE

It is essential that all students accept personal responsibility for maintaining high standards of conduct, including the observance of all school rules and regulations. The purpose of disciplinary measures short of expulsion is corrective, to encourage students to improve their conduct. The ultimate goal of the discipline code of the school is to guarantee students' respect for the person and property of themselves and others.

ORRHS rules and regulations are based on a system of progressive discipline. This means that an administrator has the discretion to significantly increase penalties in the cases of second and third offenses. In determining the severity of the penalty or suspension, the administrator may consider all relevant factors, including but not limited to the following:

- The student's previous disciplinary record.
- The severity of disruption of the educational process.
- The degree of danger to self, others, and the school in general.
- The degree to which the student is willing to change their inappropriate behavior.

CATEGORY ONE OFFENSES

1. Use, possession, distribution, purchase or sale, or attempt to use, possess, distribute, buy or sell, alcohol, or any substance purported to be alcohol (M.G.L. c. 272, §. 40A)
2. Physical violence, including fighting
3. Vandalism or malicious destruction of or damage to public or private property
4. Theft
5. Assault
6. Sexual harassment (M.G.L. c. 157, §. 1)
7. Intimidation, that is, threatening or putting a person in fear for their safety
8. Any criminal acts, whether a misdemeanor or felony
9. Possession of a weapon or a hoax device or a facsimile of a weapon or any unauthorized object such as a laser pointer that could be injurious to health or safety or could damage the school facility (M.G.L. c. 266, §. 102A 1/2)
10. Intentional or reckless actions which create a reasonable likelihood that the health, safety, or well being of students, faculty, or others may be endangered
11. Under the influence of drugs and/or alcohol
12. Possession of any object that may be used as drug paraphernalia
13. Participation in any form of hazing (M.G.L. c. 269, §. 17-19)
14. Possession of fireworks
15. Unauthorized purchase or sale of any item
16. Cheating or Plagiarism
17. Falsely activating a fire alarm, setting a fire, making a bomb threat or any other threats or actions that place any person or the school in harm (M.G.L. c. 269, §. 13)
18. Misuse of computer hardware or software or copy machines
19. Use of vulgar, profane, disrespectful acts or language to any staff member or student or at any time in school
20. Disturbance of school or public assembly (M.G.L. c. 272, §. 40)
21. 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, creed, religion, national origin, ethnic background, disability, sex, gender identity, or sexual orientation)

22. Smoking, including the use or possession of any tobacco, smokeless tobacco products, or electronic cigarettes; possession of cigarette lighters, matches or other types of flammable igniters is also prohibited, and such materials will be subject to confiscation
23. Videotaping of any person, including students and teachers, without their permission
24. Possession of any form of pornography (sexting is considered a form of pornography according to Massachusetts Law)

CATEGORY ONE CONSEQUENCES

Discipline imposed for Category One violations may include one or more of the following:

- Suspension out of school for up to ten (10) days.
- Loss of student privileges, including participating in school activities.
- Referral to the Superintendent of Schools for review and possible imposition of more stringent sanctions.
- Assignment to in-school suspension. Restitution or restoration will be required of the student when deemed appropriate by the school. The student's parent/guardian/caregiver(s) will be notified and a parent/guardian/caregiver conference held. The Superintendent of Schools, the School Committee, and the police may also be notified for a violation of any of the above. Any violation of category one offenses, but not limited to category one offenses, suspected to be criminal in nature, will immediately be reported to the police.
- Saturday School
- If the student commits a second offense within this category, they may be referred to the Superintendent for a hearing and possible permanent expulsion.

CATEGORY TWO OFFENSES

1. Insubordination (refusal to cooperate)
2. Refusal to do school work
3. Throwing food
4. Disruption of a class, detention, or any other school activity to the point of being sent from that class or activity
5. Disruption or other disorderly conduct while assigned to in-school suspension
6. Unexcused absence from school or class
7. Leaving classes or school grounds without permission
8. Repeated (three or more) violations of school rules, regulations, or procedures otherwise subject to Category Three discipline
9. Participation in a walkout
10. Failure to attend detention
11. Throwing snowballs or any object on the school property
12. Receiving five detentions in one term or eight detentions in one academic year
13. Forging signatures, notes, or official documents, but not limited to report cards, field trip permission forms, dismissal notes, tardy notes, bus notes, and passes
14. Truancy
15. Bus Conduct Referrals
16. Being in an unauthorized area or using school property equipment without permission
17. Multiple students in one bathroom stall or in an unsupervised space

CATEGORY TWO CONSEQUENCES

Discipline imposed for Category Two violations may include one or more of the following:

- Suspension out of school for up to five (5) days.
- Loss of student privileges, including the privilege of participating in school activities (such as Prom, athletic events, dances).
- Assignment to in-school suspension. Restitution or restoration will be required of the student when deemed appropriate by the school. The student may be referred to guidance. The student's parent/guardian/
- caregiver(s) may be notified and a parent/guardian/ caregiver conference held. The Superintendent of Schools may also be notified.
- Saturday School

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

CATEGORY THREE OFFENSES

1. Tardiness to school more than three (3) times in a marking period
2. Failure to follow one's schedule as published
3. Failure to follow rules and procedures regarding tardiness, absences, or dismissal not otherwise subject to discipline under Category One or Two
4. Failure to pay for athletic equipment broken or not returned
5. Use of electronic media and communication devices
6. Failure to sign in when arriving tardy to school
7. Card playing
8. Failure to follow any other rule, regulation or procedure set forth in the handbook or published in the daily bulletin whose violation is not otherwise identified as a Category One or Category Two offense
9. Behavior that interferes with the smooth, orderly, and efficient running of the school which is not otherwise subject to Category One or Category Two offense
10. Possession of a water pistol or the like
11. Unauthorized use of the elevator
12. Gum chewing
13. Eating food or consuming anything other than water in the classroom or bathroom
14. Having a vehicle without a school parking tag on school property
15. Failing to sign in to study, library or computer rooms
16. Misuse of a graphing or any other calculator
17. Failure to return school-issued materials, i.e. textbooks, library books, etc.
18. Wearing backpack in school without administration approval

CATEGORY THREE CONSEQUENCES

Discipline imposed for Category Three violations may include one or more of the following:

- A warning.
- Loss of student privileges, including the privilege of participating in school activities.
- Assignment to one or more after-school detention sessions.
- Assignment to in-school suspension.
- Pass restriction. Tardiness to school more than three (3) times in a marking period or any subsequent tardiness in a marking period may result in pass restriction.
- Restitution or restoration will be required of the student when deemed appropriate by the school.

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

DUE PROCESS

Student Code of Conduct: (Standards for due process, as set forth in M.G.L. c. 71, §§ 37H, 37H½ and 37H¾,)

In addition to providing students with academic rigor and educational opportunities, the staff and community of the Old Rochester Regional School District & MA Superintendency Union #55 strive to support students' conduct and discipline toward becoming contributing members of society and achievement of their individual and collective goals. Students are expected (a) to arrive at school and at classes promptly, (b) to be in attendance every day except for illness or family emergencies, (c) to be prepared for classroom work, (d) to contribute in positive ways to the activities of each class, and (e) to accept responsibility for any inappropriate actions while working to be sure they are not repeated.

Our Code of Student Conduct provides guidelines for students to maintain a positive and supportive environment where students and staff are able to work collaboratively. It establishes every individual's responsibility to respect

the rights of others. Finally, it identifies possible consequences for misconduct, ensuring that students know in advance of their actions what obligations may be due.

Conduct expectations are based on a system of progressive discipline, where an administrator has the discretion to significantly increase penalties in cases of second or subsequent offenses, or in cases where the severity of the infraction requires it. In addition, student discipline might be provided not only to hold students accountable for inappropriate behaviors but also to teach students about their responsibilities for good citizenship. Students may participate in a community service project or other alternative remedy as a means of accountability. Alternative remedies may include (but are not limited to): lunch detention, structured school day, collaborative problem solving, removal of privileges, referral to outside support (e.g. counseling).

The principal or designee will consider ways to re-engage the student in the learning process and shall not suspend the student until alternative remedies have been employed and their use and results documented. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. Principals or designees will document the use and results of alternative remedies. Principals or designees do not have to utilize alternative remedies in the following situations: 1) if the alternatives are unsuitable or counter-productive, and 2) in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

See School Committee Policies JK and JIC.

File: JIC - STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Disciplinary Investigations

Nothing shall prevent a school administrator from conducting an investigation, including student interviews, of a school-related disciplinary incident. After a behavior complaint is made, an investigation will take place. This investigation, in accordance with M.G.L Ch 76, Section 5, will be nondiscriminatory, and will take into account explanations from involved parties and witnesses. Student discipline shall be addressed on an individual basis with each student, and may range from a conversation with the student to an expulsion, depending on the infraction. Individual student discipline will only be discussed with the family/guardians of the child directly involved. No information regarding students or their discipline will be given to anyone who is not a parent or guardian of that child. If the disciplinary procedures herein have been implemented and have been unsuccessful in changing the unacceptable behavior of a student, the parents/guardians will be contacted by the administration and may be asked to come into school to meet with their child's team of teachers and/or the administration.

Suspension
In every case of student misconduct for which suspension may be imposed , a Principal shall consider ways to re-engage the student in learning. Unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school, the principal shall not suspend or exclude a student until alternatives have been employed and their use and results documented. Alternatives may include but shall not be limited to the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem-solving.

The superintendent and/or principal shall also implement district/school-wide models to re-engage students in the learning process which shall include but not be limited to positive behavioral interventions and support models, and trauma sensitive learning models.

Notice of Suspension
Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

The principal or a designee shall notify the superintendent in writing, including by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
For any suspension or exclusion under this section, the principal or designee of a school in which the student is enrolled, shall provide to the student and parent/guardian, notice of the charges and the reason for the suspension or exclusion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal, or a designee, to discuss the charges and reasons for the suspension or exclusion prior to the suspension or exclusion taking effect. The principal, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal, or a designee, can document reasonable efforts to include the parent or guardian in that meeting.

Emergency Removal
A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

1. Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation;
2. Provide written notice to the student and parent/guardian as required above. The notice shall include the rights enumerated in law and regulation;
3. Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian;

4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively
In-school suspension is a disciplinary action that the Old Rochester School District utilizes as an alternative to short-term suspension and to restore acceptable student behavior. Situations and/or circumstances related to Student Discipline may result in the disciplinary action that includes in-school suspension. When applicable, restorative practices are utilized. Procedures have been developed to ensure that parent(s)/guardian(s) and students have due process afforded to them through a discipline hearing:

- It is the responsibility of the Principal to immediately notify the student of the disciplinary charge and to provide the opportunity to the student to dispute the allegations and to explain any circumstances prior to the decision to suspend in-house. If the Principal determines that the student did commit the disciplinary action, the student's in-house suspension must not exceed ten days cumulatively or consecutively in a school year. The student must be notified of the length of in-house suspension.

- The Principal must orally notify the parent(s) and/or guardian(s) of the disciplinary action, consequence, duration and reasons for concluding such consequence. Furthermore, the Principal should notify (at least two attempts) the parent(s) and/or guardian(s) of their right to meet and discuss the student's academic performance and behavior and ways to prevent further discipline, as soon as possible.

- The Principal will notify in writing, a notice of in-house suspension and offer a meeting to discuss the event and decision on the day of the suspension or as soon as possible.

- Educational services will be provided throughout the duration of any in-house suspension to ensure that a student can make academic progress, compared to all other students.

Principal's Hearing - Short Term Suspension of up to 10 days
The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)
The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing
A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion
Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress
Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate.

The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

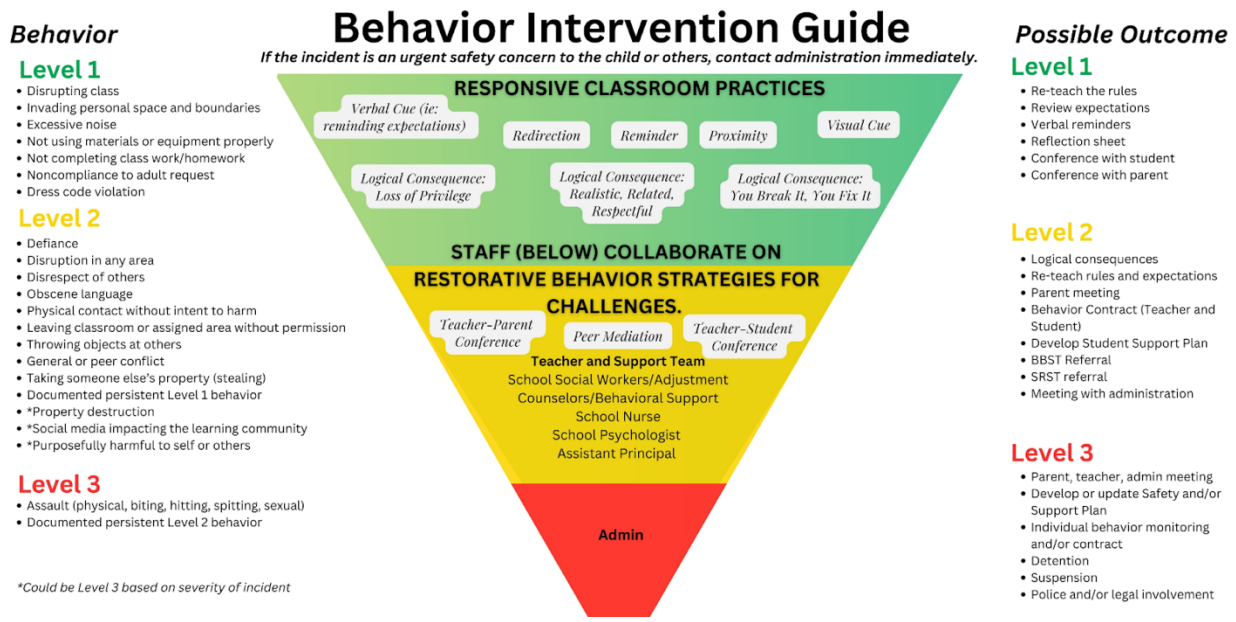
Reporting
The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC - August 2022
LEGAL REF: M.G.L. 71:37H; 71:37H ½; 71:37H ¾; 76:17; 76:21

603 CMR 53.00
603 CMR 53.10(3) through (5)
603 CMR 53.13(1)Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School
Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 and
Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's (IDEA's) Discipline Provisions.

Approved by the Joint School Committee January 29, 2024.



Special Offenses
Massachusetts General Laws, Chapter 71, Section 37H

G.L. Chapter 71, §37H
Offenses:
On school premises or at school-sponsored events or activities:

- Possession of a dangerous weapon
- Possession of a controlled substance
- Assault on a member of the educational staff
-

Consequence:

- Exclusion for amount of time up to expulsion;
- Principal may suspend and not expel as he or she deems appropriate

Due Process:

- Constitutional due process;
- Prior notice to student of charge and written notice of right to hearing;
- Right to representation at hearing; and to present evidence and witnesses at hearing.

Appeal from Principal's Decision:

- Right to appeal expulsion decision to superintendent
- Timeline for requesting appeal: ten days from date of expulsion
- Right to counsel at hearing
- Superintendent can make factual determinations as well as determine consequence.

Provision of Education Services:
Provide every student an opportunity to make academic progress during the period of suspension (whether in-school or out-of-school) or expulsion, to makeup
assignments, and earn credits missed. A district that suspends or expels a student for more than 10 consecutive days must provide the student and parent with a list of alternative educational services.

See G.L. c. 76, §21 and 603 CMR 53.13 for details, including required notice.

Discipline Collection and Reporting:

- Collect and report to the Department data concerning the types and lengths of removals, suspensions, and expulsions, and access to education services
- Periodically review discipline data by selected student populations; determine extent of disciplinary removals and the impact on such populations; adjust practice as appropriate
- Department will provide assistance to school(s) if Commissioner identifies school(s) in district that have the highest percentage of suspensions of expulsions in Massachusetts for more than 10 cumulative days in a school year.

  See 603 CMR 53.14 for details.

  —----------

G.L. Chapter 71, §37H ½
Offenses:
1. A felony charge or felony delinquency complaint against a student.
2. Conviction, adjudication, or admission of guilt with respect to such felony.

Consequence:
1. Felony charge or felony delinquency complaint: suspension for a period of time deemed appropriate by principal if the principal determines the student's continued presence would have a substantial detriment on the general welfare of the school.

2. Felony or felony delinquency conviction or adjudication or admission of guilt with respect to such felony: removal for a period of time up to expulsion (i.e. permanent exclusion) if the principal determines that the student's continued presence would have a substantial detriment on the general welfare of the school.

Due Process (for either suspension or expulsion):

- Constitutional due process;
- Written notice of the charges and of the reasons before the suspension takes effect;
- Principal may determine the appropriate amount of time for suspension;
- Written notice of the right to appeal to the superintendent;
- Suspension remains in effect pending appeal to the superintendent.

Appeal from Principal's Decision to Suspend or to Expel:

- Timeline for requesting appeal: no later than 5 calendar days following the effective date of the suspension/expulsion
- Superintendent must hold hearing within 3 calendar days of receipt of request and issue a decision within 5 calendar days.
- Superintendent may overturn or alter the decision.

A student may appeal a suspension decision and the subsequent expulsion decision (following the conviction, adjudication or admission of guilt) regarding the same offense.

Provision of Education Services: Same as above

Discipline Collection and Reporting: Same as above

—----------

G.L. Chapter 71, §37H ¾

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, and the opportunity for a meeting/hearing with the principal before suspension takes effect.
- Consult 603 CMR 53:08 for details on notices.
- Consult 603 CMR 53:07 for emergency removal process and 603 CMR 53:10 for in-school suspension process
- Explicit requirement to translate notice of the charges and the reasons in primary language of the home if other than English, or other means of communication where appropriate.

- Principal must make and document reasonable efforts to include the parent in meeting/hearing with the student.
- Principal must audiotape the hearing if requested by the parent and all those attending the hearing must be informed of the taping.
- Following hearing, principal must provide a written decision; and if a long-term suspension imposed, must inform student and parent in writing of the right to appeal to the superintendent and the process to be followed; translate notice of appeal rights in primary language of the home, or other means of communication where appropriate.
- Before any out-of-school suspension of a student in preschool or grades K – 3, principal must notify superintendent in writing of the alleged misconduct and the reasons for suspending the student out-of-school.

Appeal from Principal's Decision:

- Timeline for requesting appeal: written request not later than 5 calendar days following effective date of suspension; parent can request extension for up to 7 calendar days, which must be granted.
- The superintendent must hold hearing within 3 calendar days of the parent's request for a hearing. The student or parent 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 if the superintendent has made a good faith effort to include the parent.
- The student has the right to present oral and written testimony, to cross examine witnesses, and to counsel at his or her 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.

Provision of Education Services: Same as above

Discipline Collection and Reporting: Same as above

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 his/her 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.

If a student or employee believes 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 s/he has witnessed the sexual harassment of another, the student or employee should report the incident promptly to the Principal, the Associate 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 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/Associate 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 will be 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.

THE APPEAL PROCESS

The Discipline Code holds students, parent/guardian/caregiver(s), and the school accountable for appropriate school behavior. It is not the intent of the Discipline Code to be unreasonable punitive toward students for unusual or extenuating circumstances. Therefore, an appeal process has been developed for those extraordinary situations.

The parent/guardian/caregiver must write a letter to the Building Principal. This letter will request a review of the circumstances. Parent/guardian/ caregiver(s) must submit their letter of appeal within 48 hours from the time of suspension. Upon receiving the appeal letter, the Principal will set up an appeals meeting to review the facts of the case. A response by the Principal will be rendered within 24 hours of the appeals meeting.

POLICIES PROHIBITING WEAPONS AND DRUGS
M.G.L. c. 71, §. 37H

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

(b) Any student who assaults a Principal, Assistant Principal, teacher, paraprofessional or other staff on school premises or at school-sponsored or school-related events, may be subject to expulsion from the school or school district by the Principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of 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.
M.G.L. c. 71, §. 37H, as amended by §. 36 of c. 71 of the Acts of 1993 (the Education Reform Act), and further amended by §. 1 of c. 380 of the Acts of 1993.

SEARCH AND SEIZURE

School officials need not obtain a warrant or meet the legal standard of "probable cause" (applicable to police and law enforcement officials), before searching a student who is under their authority. The legality of a search of a student should depend simply on the reasonableness of the search. A search of a student will be justified when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

School administrators maintain the right to seize items in a student's possession and to search school property assigned to a student and the student's vehicle parked on school property under the following guidelines:

- There is reasonable suspicion to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to health and safety of the student or others, or disrupts the educational process.
- Lockers remain the property of ORRHS and we maintain the right to open any locker at any time for inspection purposes. This may be done, if possible, in the presence of the student and shall be done under the direction of a school administrator.
- All searches will be conducted with respect to all safety considerations and with the least disruption, and intrusion possible.
- In the event that students are found in possession of an illegal item, the parent/guardian/caregiver will be notified immediately.

Students who are suspected to be in possession of, or under the influence of, any controlled substance or are suspected to be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions.

It is not the intention of the School District to violate individual liberties; however, the obligation of the school is to provide a safe environment conducive to learning for all students.

CHAPTER 380 - AN ACT RELATIVE TO SAFETY IN THE PUBLIC SCHOOLS

Chapter 380 authorizes the School Principal to suspend a student charged with a felony, or who is the subject of a felony delinquency complaint, and to expel a student so convicted, whether the offense occurs on or off school property and regardless of whether the offense is or is not school-related. (Effective Date: 4/4/94)

The Gun-Free Schools Act

In addition to M.G.L c. 71, §. 37H, the school is covered by the federal Gun-Free Schools Act. In accordance with that 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. A student accused of having brought a firearm to school shall be entitled to the same notice of charges, hearing and appeal process as is provided under M.G.L c.71, §. 37H, as described above.

Under M.G.L. c. 71, §. 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 police, DSS and the School Committee. Assessment and counseling may be required, in addition to any disciplinary action taken.

Drug-Free Schools 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 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 the Act is issuing this policy. Compliance with this policy is mandatory. Students of the school and their parent/guardian/caregiver(s), as well as school employees, are reminded annually of the requirements of this policy.

FACULTY AUTHORITY

Teachers are required to report to the administration the name of a student:

- Who engages in any conduct prohibited by law, including, but not limited to, use, possession, purchase or sale of drugs or alcohol, vandalism, theft, forgery, assault, or any other act of violence, whether actual or threatened, against the person or another, or
- Who engages in any conduct that violates school rules, regulations or procedures, including, but not limited to, smoking, unexcused absence from an assigned area or activity, presence in an unauthorized area or loss of or failure to return any document addressed to the student's parent/guardian/caregiver.

PASS RESTRICTION

The use of a pass is a privilege. Any person who abuses this privilege will be placed on pass restriction.

- First Offense: Pass Restriction for 2 weeks
- Second Offense: Pass Restriction for one month.
- Third Offense: Indefinite Pass Restriction and loss of student privileges, including participating in school activities.

Violating Pass Restriction will result in a Saturday detention and an increase in consequences.

AFTERSCHOOL DETENTION

Classroom Detention: the student in the classroom of that teacher will serve any detentions which have been assigned by a classroom teacher. Students who skip a teacher detention will be required to serve the teacher detention and will be given an additional administrative detention.

Administrative Detention: Students will be assigned to the administrative detention by the administration. Detention is from 2:05 p.m. to 3:05 p.m. on Tuesday and Thursday. Students who do not arrive on time and/or fail to bring academic work will be assigned an additional detention. Students must be quiet at all times. All detentions must be served on the day that they are assigned unless the administration approves in advance a 24-hour delay due to extenuating circumstances. Students may not postpone a detention to participate in school activities. A Suspension assignment given for cutting detention does replace the detention. Students are not permitted to listen to music during administrative detention. Students who skip an administrative detention will be given an additional detention on the first offense. The second offense and every additional offense will result in a Saturday Detention.

REMOVAL FROM CLASS

Students are to report directly to the Assistant Principal's office when sent out of a class by the teacher or staff member. In the event no one is available in the Assistant Principal's office upon arrival, the student is to report to the main office.

Suspension

In-School Suspension: removal of a student from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days, or no more than 10 school days cumulatively for multiple infractions during the school year.

Short-Term Suspension: removal of a student from the school premises and regular classroom activities for 10 consecutive school days or less. May be served in school, at the Principal's discretion.

Long-Term Suspension: removal cumulatively 10 to 90 days from the school premises and regular classroom activities. A Principal may, in his or her discretion, allow a student to serve a long-term suspension in school.

- Long-term suspension may not exceed 90 days (becomes expulsion)
- Suspension may not extend beyond the end of the school year in which the suspension is imposed

See The Discipline Code Section above for more discussion on discipline and due process.

Suspension and Extracurricular Activities

Students, who are suspended from school, whether that suspension is an in-school or out-of-school suspension, are ineligible to participate in or to attend any extracurricular activity until the first day they return to school. For example, if a student's suspension runs through close of school on Friday, that student is not eligible to participate or to attend any school-sponsored activities, whether they are on or off school property, until the student has re-entered school on Monday. Furthermore, if a student's suspension runs through the close of school on Friday and a vacation period or school cancellation follows, the student is not eligible to participate in or to attend any school-sponsored activities, on or off campus, until the student has re-entered school.

Emergency Removal
Emergency Removal: temporary removal from school, not more than 2 school days following date of removal, when student is charged with offense, and where continued presence poses danger or presents material and substantial disruption, and in the principal's judgment there is no alternative.

IN-SCHOOL SUSPENSION

Although the administration reserves the right to suspend students out-of-school, the preferred place to serve a suspension is in in-school suspension.

- The authority of the Principal, or their designee, to suspend a student from school derives from authority delegated by the Superintendent of Schools.
- A copy of the written disciplinary report may be supplied to parent/guardian/caregiver.
- A suspension may be imposed for violation of school rules and regulations, as set forth in the Discipline Code.
- All in-school suspensions will take place in a location designated by the Assistant Principal.
- Loitering or visiting other areas of the school is strictly prohibited.
- Violation of this regulation may result in extension of the suspension or other disciplinary action.
- A suspended student may not participate in any school activity or athletic event.

OUT-OF-SCHOOL SUSPENSION

Suspension from school is used as a disciplinary measure when students violate the Discipline Code to various degrees and when the student poses a danger to self or others.

- Students who are suspended from school will be allowed to make up all work missed for full credit, while under suspension.
- All assignments and assessments must be made up by the second class meeting, regardless of the length of suspension.
- It is the student's responsibility to collect missed assignments while out on suspension.
- A suspended student may not participate in or attend any school activity or athletic event.

SATURDAY SCHOOL

Saturday School is used to help address behavior, academic and attendance issues. The purpose of the program is to provide a supervised alternative to in or out-of-school suspension for the following offenses:

- Skipping school
- Leaving school without authorization
- Chronic disruptive behavior
- Excessive tardiness to school
- Cutting class
- Cutting detention
- Three or more Administrative detentions
- Other infractions as determined by the school administration
- Academic support

SATURDAY SCHOOL REGULATIONS

Saturday School may be an alternative to after-school detention, out-of-school suspension and/or in-school suspension. A two-hour assignment or a four-hour assignment on a Saturday may be assigned in lieu of after-school detention, out-of-school suspension or in-school suspension. While in Saturday School, students must perform academic work.

Student must arrive at Saturday School with books, assignments, and other appropriate materials, as each session is to be dedicated to academic work. Students must bring enough materials to work for the entire assigned time.

Any student who is late to Saturday School, who reports without materials, is dismissed for inappropriate behavior or does not attend an assigned session, will be assigned an additional two-hour Saturday detention.

Students will not be excused from Saturday School for athletic events, work, or family events. Failure to serve a Saturday School will result in an additional 2 hours. One Saturday detention is the equivalent of three after-school detentions.

GANG INVOLVEMENT/ACTIVITY

A gang is defined as "any group not sponsored by the school, possibly of secret and/or exclusive membership whose purpose or practices include the commission of an illegal act, violations of school rules, establishment of territory or "turf", or any actions that threaten the safety or welfare of others." Students who violate any of the provisions noted herein will be subject to disciplinary action including suspension and possible recommendation for expulsion. Students who engage in gang activities may be criminally prosecuted. A student shall not:

- Participate in gang-related activities.
- Appear with or wear gang identifications such as attire colors, clothing or jewelry
- Designate boundaries or turf, or belong to any group that designates boundaries or turf.
- Participate in hazing, initiation, or recruitment activities.
- Deface property with graffiti.

REFERRAL TO SUPERINTENDENT

If a student is suspended out of school more than three times, they 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.

The Superintendent of Schools may, following a hearing, impose an in-school or out-of-school suspension of as much as twenty (20) days for violation of school rules. The Superintendent may also withdraw all after-school privileges from the student for as long as one calendar year.

The Superintendent, at their discretion, may refer the student to the School Committee.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Disciplining of Students with IEPs

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

- Any eligible child may be suspended up to 10 school days in any school year.
- After a student with special needs has been suspended for 10 school days in any school year, during subsequent removal, the school district must provide sufficient services for the student to continue to receive a free and appropriate public education.
- A suspension of longer than 10 consecutive school days or a series of suspensions that constitute a pattern are considered to represent a change of placement.
- Prior to a suspension that constitutes a change of placement, district personnel, the parent/guardian and other relevant members of the team will convene a "Manifestation Determination" meeting to review all relevant information to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP.
- If the Manifestation Team determines that the behavior was not a manifestation of the disability, then the district may suspend or expel the student consistent with the policies applied to any student without disabilities. The district will, however, provide services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress towards IEP goals. A functional behavioral assessment and appropriate behavioral intervention services will be provided to lessen the likelihood of the behavior reoccurring.
- If the Manifestation Determination determines that the behavior is a manifestation of the disability, then the team will complete a functional behavioral assessment and behavioral intervention plan. Except when the

student is placed in an interim alternative education setting, the student will return to their original placement unless the parents and district agree otherwise

- Regardless of the manifestation determination, the student may be placed in an interim alternative education setting (as determined by the team) for up to 45 school days if the behavior involves weapons or illegal drugs, another controlled substance, or the infliction of serious bodily injury on another person at school or school function; or, considered case by case, unique circumstance; or on the authority of a hearing officer if the district provides evidence the student is "substantially likely" to injure himself or others.
- These procedural requirements apply to students not yet determined to be eligible for special education if the Parent/Guardian has expressed concern in writing or requested an evaluation, or if staff had expressed concerns about the student's behavior directly to the director of student service or other supervisory personnel.

Protections for children not yet eligible for special education and related services

- A child who has not been determined to be eligible for special education and related services under this subchapter and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for in this subchapter if the local educational agency had knowledge (as determined in accordance with this paragraph) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.
- The Old Rochester Regional School District shall be deemed to have knowledge that a child is a child with a disability if, before the behavior that precipitated the disciplinary action occurred:
    - the parent of the child has expressed concern in writing to the administration, or a teacher of the child, that the child is in need of special education and related services;
    - the parent of the child has requested an evaluation of the child; or
    - the teacher of the child, or other personnel of the District, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other supervisory personnel of the District.
- The Old Rochester Regional School District shall not be deemed to have knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child or has refused services or the child has been evaluated and it was determined that the child was not a child with a disability.
- Conditions that apply if no basis of knowledge
    - In general, if the District does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to disciplinary measures applied to children without disabilities who engaged in comparable behaviors.
    - Limitations: If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the District and information provided by the parents, the District shall provide special education and related services, except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

Disciplining of Students with 504s

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

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

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

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

When the placement of students with disabilities is changed for disciplinary reasons, the students and parents are entitled to the procedural protections required by Section 504 and the ADA. A school district may employ due process procedures that meet the requirements of IDEA to comply with the Section 504 and ADA requirements for procedural safeguards. These protections include appropriate notice to parents or guardians, an opportunity for their examination of records, an impartial hearing with the participation of parents or guardians and an opportunity for their representation by counsel and a review procedure. Thus, if, after a reevaluation of an initial placement decision, the parents disagree with the determination regarding the relationship of the behavior to the disability or with the subsequent placement proposal in those cases where the behavior is determined to be caused by the disability, they may request an impartial hearing.

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

PROCEDURAL REQUIREMENTS APPLIED TO STUDENTS NOT YET DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

    a. The parent/guardian/caregiver had expressed concern in writing; or
    b. The parent/guardian/caregiver had requested an evaluation; or

    c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

    The district may not be considered to have had prior knowledge if the parent/guardian/caregiver has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent/guardian/caregiver requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then they receive all procedural protections subsequent to the finding of eligibility.

FALSE ALARMS

M.G.L. c. 269, §. 13 - Any student turning in a false fire alarm or a bomb threat will be turned over to the police for prosecution. The student is subject to Category One consequences. Students should be aware that they may be assessed the full value for bringing the fire apparatus to the school.

ACTIVITIES

Participation in all school activities, including athletics, is a privilege that can and will be revoked for failure to follow school rules.

EVENING ACTIVITIES

All school activities will end no later than 9:30 p.m. with the following exceptions:

- Drama rehearsals will end no later than 10:00 p.m. during the week preceding the first performance of the show.
- All school dances will be from 7:00 to 10:00 p.m. Students must make arrangements to be promptly picked up at the conclusion of the dance or by 10:15 p.m. at the latest.

Any variation from this schedule must be approved in writing by the Principal.

SOCIAL ACTIVITIES

Senior Prom

- A prom location not within the State of Massachusetts must have approval of the School Committee.
- Underclassmen attending the senior prom must be in school by 8:00 a.m. the day of the event and stay for three (3) entire class blocks.
- All prom attendees may be subjected to pass a breathalyzer test and a search and/or bag check. Only small bags are allowed at school dances.

School Dances

The following rules apply to all school-sponsored dances:

- All school dance attendees may be subjected to pass a breathalyzer test and a search and/or bag check. Only small bags are allowed at school dances.
- A school administrator is in charge of the dance, whoever the chaperones may be, and is solely responsible for issuing instructions to the chaperones, the police officer, and the custodian (if employed by the dance committee).
- School dances are open only to students of ORRHS and their guest. Junior high school students are not allowed to attend high school dances. Students wishing to invite a guest not attending Old Rochester Regional need to submit a completed Permission to Attend an Old Rochester Regional High School Function form at least one week before ticket purchase to receive administrative approval prior to purchasing tickets. Any guest not attending high school or over age 18 must complete and pass a CORI check prior to administrative approval.
- All guests of ORRHS students must be under the age of 21 (No exceptions). If your guest does not attend ORRHS, proof of age will be required in the form of a driver's license or school photo ID, a copy of which is to be attached to the completed permission form.
- A student wishing to bring a guest must register their guest including name, address, and telephone number (via a previously approved permission form) when purchasing their tickets and must accompany the guest to the dance.
- The faculty advisor will obtain and keep at the dance admissions desk a current roster of all students of ORRHS signed up for the dance and the number of their assigned ticket. Only students on this list and their guest are eligible for admission to the dance.
- No one will be admitted to a dance after 8:00 p.m. unless prior arrangements have been made with the faculty advisor.
- Students are to inform their guest of the school rules prohibiting the use or possession of alcohol and drugs on school premises. These rules will be strictly enforced. In accordance with state law, no smoking is allowed by anyone on school grounds at any time. This includes the use of smokeless tobacco.

- Persons bringing alcoholic beverages, drugs or any substances purported to be drugs onto school property will turn them over to the police and will then be escorted from the property. A written report of the incident will be made to the Principal, who will take appropriate disciplinary action.
- At least ten (10) approved chaperones must be present throughout the entire dance.
- Adequate lighting will be maintained in the dance hall at all times.
- Students and their guests are forbidden to enter any part of the building not made available on the "Use of Building" form.
- Restrooms will be inspected frequently.
- Students may not go to an automobile unless they have signed out to leave the dance. Anyone leaving the dance must promptly leave the school premises.
- No person who was absent on the day of the dance will be allowed to attend. No person will be allowed to leave the dance early without parent/guardian/caregiver permission.
- Inappropriate displays of affection must be avoided. Students who manifest this type of behavior may be asked to leave the dance and parent/guardian/caregiver(s) may be called.
- If fewer than 100 tickets are sold, the dance will be cancelled and refunds will be issued. No refunds will be issued for unused tickets and no tickets will be sold at the door.

HAZING

The practice of hazing is prohibited both by Massachusetts law and by school rules. A student who is an organizer or participant in a hazing is subject to Category One sanctions as well as criminal prosecution.

The Massachusetts statute, which prohibits hazing, is M.G.L., c. 269, §. 17-19.

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, 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.

DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such 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.

FIELD TRIPS

- All participating students must submit a signed parent/guardian/ caregiver permission form. Such form shall include appropriate authorization for emergency medical care and administration of medication.
- Because field trips are an extension of the classroom, all school rules apply.
- Students must be in good standing to participate in field trips.

STUDENT GOVERNMENT

Class Cabinet and Time of Elections

Each class will have a president, vice president, secretary, and treasurer. All class cabinets of grades 9, 10, and 11 will be elected in May with incoming 9th grade elections in the second week of September.

Eligibility

Student nominees for class office cannot be under administrative discipline at the time of election or during the term preceding election. The student nominee must have maintained a passing grade in 30 credits of coursework during the term preceding election. (Please note that this is the same eligibility requirement imposed by the Athletic Department.)

Procedures for Nominations and Elections

- Nomination papers may be obtained prior to the elections. Each nomination paper must have the signatures of 25 members of the class and the signature of an advisor. Advisors are to discuss fully with the nominee the pros and cons of their candidacy.
- The deadline for completion of nomination papers is one week before the election. Papers are then to be presented to the Principal for their signature, to confirm that the candidate has fulfilled the eligibility requirements.
- Candidates may campaign and use posters where permitted in the school building, but posters must be approved by the Principal or their representative. Candidates may speak at assemblies or over the intercom with prior approval.
- On Election Day, voting will take place during first block. Arrangements and the distribution and counting of ballots are the responsibility of the Student Council advisor.
- If a president cannot complete their term of office, the vice president will succeed them. If the vice president cannot complete the term of office as president, the Executive Board will appoint a president to fill the vacancy. Vacancies occurring in other offices will be filled by appointment by the Executive Board.
- Class meetings may be held at any time at the discretion of the advisor as approved by the administration

Available Positions

- Class President
- Class Vice President
- Class Secretary
- Class Treasurer
- Student Council Representative (3 per class)
- Yearbook Representative
- Class Photographer/Historian
- Class Officers

Student Advisory Council

Membership: One and one alternate for a total of two. Both students elected to this council shall attend all student council meetings and be subject to all student council by-laws as full members of the board.

Duties: Attend Regional School Committee Meetings; Attend monthly Executive Council

Meetings; Attend monthly SAC meetings; Attend annual SAC convention and other regional sessions; Present monthly reports to Student Council.

The SAC representative having received the largest number of votes in a school-wide election will serve on the ORR School Committee as a non-voting member. (Board of Education Guideline)

Student Council

The voting members of student council will be comprised of the following: Class vice presidents (from each class), 3 student council representatives (from each class), and designated members of ORRHS club/organizations/and athletic teams. Only the newly elected class vice presidents and 3 student council representatives from each class are eligible to run for the student council officer positions.

Available Positions

- President
- Vice President
- Secretary
- Treasurer

Student Council Members

- Must attend monthly meetings. If a student council member misses more than one meeting, their voting privileges may be taken away.
- Act as the liaison between the student body and the administration.
- Work with the student council advisors to participate in the organization, preparation, and facilitation of all student council fundraising, community service, and social events.
- In all matters not specifically covered by these By-Laws, the parliamentary authority shall be " Robert's Rules of Order."
- The following standing committees shall be appointed each year when necessary by the student body president: Constitution, election, social event planning, community service projects, publicity, student involvement, and Homecoming. Membership in these committees is not limited to the Student Council.

ORRHS ACTIVITIES, CLUBS, AND ORGANIZATIONS

A-Cappella Club	Drama Club	Model UN
American Field Service (AFS)	DECA	Music Appreciation
AmbassadOR Club	D&D Club	National Honor Society
Art Club	Esports	Paw Prints Newspaper
Bring Change to Mind	Environmental Club	Science Club
Board Game Club	Gender Sexuality Alliance	Science Fair Club
Chess Club	Jazz Band	Sci-Fi Club
Chorus	Knitting Club	Student Government
Community Service Learning	Latin Club	Tea Talks
Concert Band	Math Team	Yearbook Club
Debate Team	Mock Trial	

FUNDRAISING

All fundraising must have prior approval of the Principal. Fundraising (selling an item for a profit) without authorization will be subject to Category One of the discipline code.

ATHLETICS

It is an honor and privilege to participate in high school sports. While you are often called student/athletes, it must be remembered you are a student first. Each student/athlete is expected to act in a dignified and mature fashion, on and off the field. You must wear your school colors with pride, win with class and lose with dignity. You will come to respect your peers, coaches and officials. Remember that you not only represent yourself but also your teammates, coaches, team and school.

It takes great commitment to be part of an athletic team. Before a student makes that commitment, the student and their parent/guardian/caregiver(s) must read and understand this handbook. The rules listed are a combination of policies from the Massachusetts Interscholastic Athletic Association, the O.R.R. School Committee and the O.R.R. High School Administration. They have been established so that all those who choose to participate in athletics at O.R.R. will have a positive educational experience.

Interscholastic Sports Programs
Offered at Old Rochester Regional High School

Fall	Winter	Spring
Varsity Football	Varsity Ice Hockey	Varsity Softball
J.V. Football	J.V. Ice Hockey	J.V. Softball
Freshman Football	Boys Varsity Basketball	Varsity Baseball
Varsity Volleyball	Boys J.V Basketball	J.V. Baseball
J.V. Volleyball	Boys Frosh Basketball	Boys Spring Track
Golf	Girls Varsity Basketball	Girls Spring Track
Varsity Field Hockey	Girls J.V. Basketball	Varsity Boys Tennis
J.V. Field Hockey	Girls Frosh Basketball	Varsity Girls Tennis
Freshman Field Hockey	Boys Indoor Track	Varsity Boys Lacrosse
Boys Varsity Soccer	Girls Indoor Track	J.V. Boys Lacrosse
Boys J.V. Soccer	Cheerleading	Varsity Girls Lacrosse
Girls Varsity Soccer	Swimming	J.V. Girls Lacrosse
Girls J.V. Soccer		Sailing
Boys Cross Country		
Girls Cross Country		
Cheerleading		
Dance Team *fall-winter*		

All Sport Schedules can be found at: https://www.arbiterlive.com

It is the intent of our athletic program to:

- Facilitate development of a strong sense of commitment to student, team and school
- Place a premium on the values that accrue from fair play
- Teach respect and consideration for opponents as either the guests or hosts of the game
- Cultivate respect for the authority of school personnel, coaches and game officials
- Develop self-control, self-direction and sound judgment

- Demonstrate that the rules of the game are by mutual agreement and are to be honored in spirit as well as in letter
- Recognize that athletics really aim to promote the mental, social and moral welfare, as well as the physical well being, of the participant
- Promote the game for the players - and as a game only – not as a matter of life and death, of the lasting glory in victory or of the disgrace of defeat

Athletic Policies

- All student athletes must have; a current physical on file with the school, either school insurance or personal health insurance form and an online eligibility form on file with the athletic directors office before participating in any practice or game.
- An Athletic User Fee has been established to provide the supplementary funds required to maintain the athletic programs currently provided. The fee for the current school year is $275 per student per sport with an individual cap of $700 and a family cap of $975. Student athletes must have paid their user fees before the teams first practice to be eligible to participate in the program. Any athlete not making the team will have their user fee returned. A reduced fee or waiver is allowed to those who qualify for the free lunch program.
- Every student must have their most recent physical exam, performed by a physician, on file with the school nurse. Students who do not meet this standard are ineligible for participation of any type. Physicals expire after 13 months.
- A student unable to compete as a result of an illness or injury requiring treatment by a physician may not return to play until so authorized in writing by the attending physician
- Students must check into the front office no later than **8:00 a.m. and stay for the remainder of the day** in order to be eligible to participate in an athletic event that day. On a delayed start day, students must arrive at the designated start time in order to participate. A student who arrives after 8:00 a.m. (or after the designated start time on a delayed start day) or is dismissed due to extenuating circumstances may be eligible with prior administrative approval.
- Senior athletes are allowed to use an approved senior study release privilege during block 1 only. No block 4 release is allowed.
- A student who is absent from school may not participate or attend any extracurricular activities including practices without prior approval by administration for extenuating circumstances.
- A suspended student may not participate in or attend any athletic event during the term of their suspension
- A student who is suspended may be removed from their captaincy or leadership position
- A student may not participate or attend any athletic event on days they have been assigned to in-school suspension
- Students are excused for being late to practice if they have been receiving extra help from a teacher or are making up work. Student athletes that are late for practice or games for any reason, i.e.: extra help, meeting with the athletic trainer or club meetings, will require a note to the coach. An athlete must be marked present on the school attendance sheet to be able to participate
- Serving a detention takes precedence over any practice or game
- Sub Varsity teams are developmental in nature; there is an expectation that all team members in good standing will participate in every game
- Varsity teams are competitive athletic situations. Playing times and positions are dictated by the coach
- After the tryout period and before the first contest, no student listed on a specific sport roster may switch from that athletic activity to another without the consent of the coaches and the athletic director. After the first contest, a waiver from the MIAA is necessary in order to switch sports
- The rules from each coach are in writing and approved by the athletic director. Violations of team rules, such as failure to follow the instructions or training rules of the coach, or behavior that in any manner interferes with the smooth and orderly conduct of a team, will result in the imposition of disciplinary measures by the coach. These disciplinary measures may supersede those of the school and state association and include training assignments, suspension from one or more games or, in severe cases, expulsion from the team
- Each player is required to wear the appropriate protective equipment/gear (during practice and competition) as specified by the M.I.A.A. for their particular sport. In addition, each player is required to wear the protective equipment in the proper, unaltered intended fashion
- No spikes or cleats will be worn in the building

- We do ask that you address any questions, concerns, or issues with your student/athelete's coach as soon as possible. Please do so by making an appointment in advance. If you do not have a contact phone number for the coach, please contact the athletic office at 508-758-3745 ext. 1823. Note: Approaching the coach just prior to a game, following a game or during a practice or game may be an inappropriate time.
- The use of athletic facilities for other than school purposes must be approved by a 'Use of Building' form from the front office.
- The Principal of Old Rochester Regional High School is ultimately responsible for the management, personnel and property of the athletic department. Their designated representative for such matters is the athletic director.

Interscholastic Athletic Eligibility Requirements

- To be eligible for athletics, a student must be passing six (6) courses at the end of the preceding academic term.
- To be eligible for fall athletics, a student must have passed six (6) full-year course equivalents in the prior academic year.
- Academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to all parent/guardian/caregiver(s) of all students within a particular class

The South Coast Conference

Old Rochester Regional is a member of the South Coast Conference (SCC). The league is governed by the MIAA and its own constitution. The league schedules most of the games played by Old Rochester Regional, at all levels of its competition. The SCC consists of:

Apponequet	Bourne	Case
Dighton Rehoboth	Fairhaven	GNBRVTHS
Old Rochester	Seekonk	Somerset Berkley
West Bridgewater		

O.R.R. is a proud member school of the Massachusetts Interscholastic Athletic Association (hereafter referred to as the M.I.A.A.), which

- Is the governing body of high school athletics within the state of Massachusetts
- Board of Directors is made up of Principals from various districts throughout the state
- Board of Directors and its various sub-committees establish policies for all member schools
- *"*is an organization of 368 high schools, who sponsor athletic activities in 33 sports. More than 200,000 young men and women compete annually in approximately 100,000 competitions among MIAA member schools." Per MIAA

The MIAA Home Page can be found at <u>www.miaa.net</u> . It is a web site full of information pertaining to high school interscholastic athletics. The information includes the complete Blue Book which contains rules, regulations and guidelines.

Especially Pertinent Student-Athlete Policies

- Most not miss a high school practice or competition in order to participate in a non-school activity/event in any sport recognized by the MIAA. The penalty is ineligibility for two (2) weeks or two (2) games, whichever is greater, and the athletes are ineligible for state tournament contests
- "Captain's practices" are not in any way sanctioned, encouraged or condoned. Students are not to organize or compete in them.
- Incomplete grades may not be counted towards eligibility
- A student who repeats work upon which they have already received credit cannot count that subject a second time for eligibility
- A student cannot count for eligibility any subject taken during the summer vacation unless that subject has been previously pursued and failed

Time Allowed for Participation

- A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. This limitation shall apply without regard to actual participation or attempt to participate.

- In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons**.** In special cases where a student has been absent from school because of an accident or illness, the executive director, or their designee, shall have the authority to extend the student's eligibility upon presentation of a doctor's certificate on the student's behalf and a letter from the Principal attesting to the inability of the student to attend school during a specific period because of an accident or illness. In instances where an extended eligibility is granted, the student may be declared eligible only for the season(s) that the student's accident/illness prevented participation.

Age Limits
A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that their 19th birthday occurs on or after September 1 of that year. For Freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year.

Graduation
A student must be an undergraduate: i.e., they shall not be a graduate of any secondary school. Any student who has the credits required for a diploma shall be regarded as a graduate with the following exceptions:
- An early graduate of a high school may represent their school in athletics until the end of the sport season in which they are participating, if otherwise eligible. The diploma must be withheld until at least the season is completed, and the student may not attend classes outside of that high school during that season.
- A student who earns the credits required for a diploma prior to attending eight semesters in a four-year high school, and who is not granted a diploma may continue to participate if they continue to take at least the equivalent of four traditional year long major English courses.

Chemical Health
From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product including e-cigarettes; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES:
- **First violation**: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.
- **Second and subsequent violations**: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 60% of the season.
- If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events ***provided the student was fully engaged in the program throughout that penalty period***. ***The High School Principal in collaboration with a Chemical Dependency Program or Treatment Program*** must certify that the student is attending or issue a certificate of completion. If the student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an

event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season. *Revised 2/13/08*

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

1st Offense - ***25%***

# of Events / Season	**# of Events / Penalty**
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

2nd Offense - ***60%***

# of Events / Season	**# of Events / Penalty**
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

2nd Offense w/Dependency Program - ***40% if in the program throughout the penalty period.***

# of Events / Season	**# of Events / Penalty**
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

During practice or competition, a coach shall not use any tobacco product ***(penalty: same as students' – see chart above)***.

Steroid Use

Anabolic androgenic steroid use at the high school level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. A recent study indicates that over 3% of high school seniors have tried steroids in their lifetime (NIDA, 2004). High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role,

learning about steroids, and then providing this information to their athletes. Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most “get-rich-quick” schemes, steroid use has serious short and long term consequences. Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids. Most coaches would not promote steroid use intentionally. Total silence by coaches however condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that their success is limited only by a lack of weight and/or strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be. The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons. *Revised 2/13/08*

Good Citizen Rule
Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.

Sportsmanship - Taunting

- Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, sex, gender identity, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal characteristics. Examples of taunting include but are not limited to: "trash talk", defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing their skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another, standing over/straddling a tackled or fallen player, etc.
- In all sports, officials are to consider taunting a flagrant unsportsmanlike offense that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to all existing MIAA Disqualification Rules. A review of the MIAA taunting policy and a warning shall be given to both teams by game officials prior to each contest.
- At all MIAA contest sites and tournament venues, contest management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators should be ejected.

Hazing

The practice of hazing is prohibited both by Massachusetts law and school rules. A student who is an organizer or participant in a hazing is subject to Category one sanctions as well as criminal prosecution. The Massachusetts statute, which prohibits hazing, is **Massachusetts General Law, Chapter 269, Sections 17 through 19.**

The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, forced physical activity which is likely to adversely affect the physical health or extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Duty to report hazing
Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such 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.

Anti-Bullying Policy
Old Rochester Regional High School Staff defines bullying as characterized by an imbalance of power between target and bully; intent to harm; the threat of further aggression, and/or the creation of a hostile environment for one or more students.

Examples of bullying include but are not limited to:

Physical attacks: hitting, touching, intimidating, hazing, ganging up on someone, and other unwanted physical contact in violation of one's personal space and property.

Verbal attacks: taunting, spreading rumors, name-calling, exclusion, hazing, lack of respect for differences and cyber bullying. Cyber bullying can occur in blogging, instant messaging, emails, chat rooms, text messages, Facebook, Myspace or other sites of that nature.

The Old Rochester Regional High School community is committed to providing a safe environment to every student. The following is a statement of rights and responsibilities afforded to all students at ORRHS.

All students will feel free and safe

- to come to a safe school environment every day. Areas including locker rooms, hallways, bathrooms, the gymnasium, sports fields, and extracurricular events will be safe and accessible to all students.
- to report incidents of harassment or bullying safely to a staff member.
- to access the school social worker, guidance counselors, the school nurse or other trusted staff member
- to the security of person and property as well as personal space
- to explore positive, healthy relationships
- to express own opinions and be respected
- to have the responsibility to demonstrate respect towards all staff members, including teachers, paraprofessionals, custodians, librarians, nurses, secretaries, and administrators.

DISCIPLINING BULLIES AND REHABILITATION/REMEDIATION
ORRHS has implemented a three-tiered system of discipline to deal with bullying behavior.

• **Tier 1** is a first-time offense of bullying. The Assistant Principal based on the nature of the offense will discipline the student based upon how falls within the student handbook guidelines. If the Assistant Principal views the situation as a case of bullying (as defined by anti-bullying policy) then the student is placed within the remediation program. The student has displayed antisocial tendencies and the ORRHS community feels that the behavior needs to be changed. The student will be referred to and participate in a mandatory remediation program. The bully's teachers and relevant school staff members will be notified of their behavior and made aware of a potential conflict with the target. The Assistant Principal will follow-up with both the bully and the target in subsequent weeks to assess the effectiveness of remediation and intervention.
• **Tier 2** is a second offense of bullying. Student will be disciplined according to the student handbook. Following an assessment of student handbook violations by the Assistant Principal, a recommendation of counseling will be made to the parent/guardian/caregiver(s) and the school committee will be notified. The Assistant Principal will also develop a behavior contract with the bully.
• **Tier 3** is a third offense and will be viewed as a category 1 offense within the student handbook.

The Assistant Principal reserves the right to elevate a first or second offense to the third tier based on the severity of the offense. Any student entering tier 2 or 3 will be mandated to participate in the school remediation program.

ATHLETIC CONCUSSION INFORMATION

The following information will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and post-concussion syndrome. They also include instruction to coaches, volunteers, and parent/guardian/caregiver(s) in preventing the occurrence of head injuries and concussions in extracurricular activities directed at discouraging and prohibiting a student athlete from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of a student, including using a helmet or any other sports equipment as a weapon will be enforced as penalties , including but not limited to personnel sanctions, for failure to comply with the provisions of the district's policy.

What is a Concussion?
A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury.

Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Mechanism of Injury
A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type.

Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Signs and Symptoms

Signs (what you see):
· Confusion
· Forgets plays
· Unsure about game, score, opponent
· Altered coordination
· Balance problems
· Personality change
· Slow response to questions
· Forgets events prior to injury (retrograde amnesia)
· Forgets events after injury (anterograde amnesia)
· Loss of consciousness (any duration)

Symptoms (reported by athlete):
· Headache
· Fatigue
· Nausea or vomiting
· Double vision/ blurry vision
· Sensitivity to light (photophobia)
· Sensitivity to noise (tinnitus)
· Feels sluggish
· Feels foggy
· Problems concentrating
· Problems remembering
· Trouble with sleeping/ excess sleep
· Dizziness
· Sadness
· Seeing stars
· Vacant stare/ glassy eyed
· Nervousness
· Irritability
· Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate health professional.

Post-Concussion Syndrome
Post-Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms.

Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

· Dizziness
· Headache with exertion
· Tinnitus (ringing in the ears)
· Fatigue
· Irritability
· Frustration
· Difficulty in coping with daily stress
· Impaired memory or concentration
· Eating and sleeping disorders
· Behavioral changes
· Alcohol intolerance
· Decreases in academic performance
· Depression
· Visual disturbances

Second Impact Syndrome
Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under their own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

ATHLETIC CONCUSSION PROCEDURES

Any suspected or incurred head injury during a practice, game or school related extracurricular activity must be immediately reported to school medical personnel, Nurse, Certified athletic trainer or school/team physician. The parent/guardian/caregiver of the injured student **must** be notified and advised to seek out necessary medical care for appropriate evaluation and treatment.

Any student athlete sustaining a concussion or head injury, under referral from the student's primary care physician and request of parent/guardian/ caregiver(s), may seek out assistance of a school based care team consisting of athletic and academic personnel, for purpose of a graduated re- entry accommodation plan to school activities and

academic coursework as indicated. The school based care team should include all personnel who are responsible for the successful return to academic requirements and provide a safe return to athletic activities.

Pre-Participation Requirements for Students and Parent/Guardian/Caregiver(s)

A. Education and Training

1. Each year at the pre-season meeting for every season, a school shall provide current approved materials to all students who plan to participate in extracurricular athletic activities and their parent/ guardian/caregiver(s) in advance of the student's participation. Such materials shall be posted on the district's website and shall at minimum include a summary of the department's rules relative to safety including but not limited to recognition of symptoms of head injury, the biology and short-term and long-term consequences of a concussion, second impact syndrome and rules for return to play after a head injury or concussion.
2. The student and parent/guardian/caregiver shall submit to the Athletic Director as a prerequisite to participation in extracurricular athletic activities either (a) a certification of completion for an approved on-line course or (b) a signed acknowledgment as to their receipt of approved written material required by 105 CMR 201.009(A)(1).
3. The training and education required by 105 CMR 201.009(A)(2) applies to one school year and must be repeated for every subsequent year.

B. Documentation of Head Injury and Concussion History

1. At or before the start of each sport or band season, all students who plan to participate in extracurricular athletic activities shall complete and submit to the Athletic Director a current Pre-participation Form, signed by both the student and the parent/guardian/caregiver, that provides comprehensive history with up-to-date information relative to concussion history; any head, face or cervical spine injury history; and any history of co-existent concussive injuries.
2. The Athletic Director shall ensure that all forms that are required by 105 CMR 201.009(B)(1) are completed and reviewed, and shall:
   - Provide each coach or band director with copies of forms from all students participating on that coach's team or band director's band;
   - Distribute copies of forms which indicate a history of head injury to the athletic trainer, school nurse and/or school physician.
3. If a student sustains a head injury or concussion during the season, the Head Injury During Sports Season Form must be completed (a) by the athletic trainer, coach or band director, if the injury or suspected concussion occurs during a game or practice, or (b) by a parent/guardian/caregiver if the injury occurs outside of those settings, and forwarded to the coach or band director. The Athletic Director shall ensure that these forms are reviewed and provided to the persons specified in 105 CMR 201.009(B)(2).

<u>Suspected Concussion Exclusion from Play</u>

1. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
2. The student shall not return to play unless and until the student provides medical clearance and authorization as specified in 105 CMR 201.011.
3. The coach or certified athletic trainer shall communicate the nature of the injury directly to the parent/guardian/caregiver in person or by phone immediately after the game or practice in which a student has been removed from play for a head injury or suspected concussion. The certified athletic trainer or coach also must provide this information to the parent/guardian/caregiver in writing in a timely manner.
4. The certified athletic trainer, coach or their designee shall communicate, by the end of the next business day, with the Athletic Director that the student has been removed from play for a head injury or suspected concussion.
5. Each student who is removed from play and subsequently diagnosed with a concussion shall have a written graduated reentry plan for return to full academic and extracurricular activities.
   - The academic plan shall be developed by the student's teachers, school nurse, parent/guardian/caregiver, members of the building-based student support and assistance team or individualized education program team as appropriate and in consultation with the student's physician.
   - The return to athletic participation plan will be developed by the certified athletic trainer and /or coach in consultation with the student's directing physician. The plan will be administered and documented

by the certified athletic trainer or coach until completed and a full return to extracurricular athletic activities is possible.

- The written plan shall include but not be limited to:
  - Physical and cognitive rest as appropriate;
  - Graduated return to classroom studies as appropriate;
  - Estimated time intervals for resumption of activities;
  - Frequent assessments by the school nurse as appropriate; and
  - Periodic medical assessments until full return to classroom activities and extracurricular athletic activities are authorized.

6. The student must be completely symptom free and medically cleared in order to begin graduated reentry to extracurricular athletic activities.

Medical Clearance and Authorization to Return to Play

Each student who is removed from play for a head injury or suspected concussion shall obtain and present to the Athletic Director a Post Sports-Related Head Injury Medical Clearance and Authorization Form prior to resuming the extracurricular athletic activity. This form must be completed by a physician or one of the individuals as authorized by 105 CMR 201.011(A). The ultimate return to play decision is a medical decision that may involve a multidisciplinary approach, including consultation with parent/guardian/ caregiver(s), the school nurse and teachers as appropriate.

Only the following individuals may authorize a student to return to play:

- A duly licensed physician;
- A certified athletic trainer in consultation with a licensed physician;
- A duly licensed nurse practitioner in consultation with a licensed physician; or
- A neuropsychologist after the student has been examined and cleared by a licensed physician.

Parent/Guardian/Caregiver Responsibilities:

- Complete and return concussion history form to the athletic department.
- Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
- If student suffers a concussion outside of school, complete a head injury form and return it to the school nurse.
- Complete a training provided by the school on concussions and return a certificate of completion to the athletic department.
- Watch for changes in your student/athlete that may indicate that your student/athlete does have a concussion or that your student/athlete's concussion may be worsening. Report to a physician:
  - Loss of consciousness
  - Headache
  - Dizziness
  - Lethargy
  - Difficulty concentrating
  - Balance problems
  - Answering questions slowly
  - Difficulty recalling events
  - Repeating questions
  - Irritability
  - Sadness
  - Emotionality
  - Nervousness
  - Difficulty with sleeping
- Encourage your student/athlete to follow concussion protocol.
- Enforce restrictions on rest, electronics and screen time.
- Reinforce recovery plan.
- Observe and monitor your student/athlete for any physical or emotional changes.

- Recognize that your student/athlete will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Student and Student Athlete Responsibilities:
- Report all symptoms to athletic trainer and/or school nurse.
- Follow recovery plan.
- **REST.**
- **NO ATHLETICS.**
- **BE HONEST!**
- Keep strict limits on screen time and electronics.
- Don't carry books or backpacks that are too heavy.
- Tell your teachers if you are having difficulty with your classwork.
- See the athletic trainer and/or school nurse for pain management.
- Return to sports only when cleared by physician and the athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Report any symptoms to the athletic trainer and/or school nurse and parent/guardian/caregiver(s) if any occur after return to play.
- Return medical clearance form to athletic trainer prior to return to play.
- Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Use and Care of Athletic Uniforms and Equipment

Each student is responsible for the care of any uniforms and equipment issued to them. The student must reimburse the school for the cost of any item that is lost, stolen or broken. Failure to do so may result in disciplinary action as well as loss of athletic eligibility.

Athletic Awards Policy

The first year an athlete earns their letter in any varsity sport at Old Rochester Regional High School, they will receive the standard ORR letter award. A letter award will be given on each occasion that an athlete first letters in any sport. In the event that an athlete qualifies more than once in a sport, they will receive a certificate and service bar for each additional year of qualification.

Eligibility for athletic awards, i.e. letter awards, is determined by the head coach of each sport. These guidelines will be distributed at the preseason meetings.
- Eligibility for athletic awards is contingent upon the successful completion of the season. (i.e. A student who becomes academically ineligible prior to the end of the season would not be eligible for an award)
- An athlete who would normally qualify for an award but is prevented from doing so by accident, illness or other extenuating circumstances may receive an award
- No privately funded awards may be given in the name of the school without the express written consent of the school committee

Fundraising

All fundraising must have prior approval of the Principal. Fundraising (selling an item for a profit) without authorization of the Principal will be subject to Category One of the discipline code.

The ORR Athletic Booster Club (ORRABC) is the official fundraising vehicle for ORR athletics. No gifts of any kind may be given to ORR students, coaches or teams without the written approval of the Principal, working in conjunction with the athletic director and ORR ABC.

Captains Duties

- Serve as a role model for all to follow both in and out of the athletic program
- Assist the coach as required
- Encourage team members to live up to the athletic code
- Serve as a spokesperson for the team

- Keep the team informed of practices
- Conduct practice duties under the supervision of the coach
- Assist in the season ending banquet

Contact info:

Christopher Carrig
ORRHS Athletic Director
508-758-3745, Ext. 1825
christophercarrig@oldrochester.org

Lynette Lord
ORRHS Athletic Director Secretary
508-758-3745, Ext. 1823
lynettelord@oldrochester.org

Sports schedule information: The Week Ahead form

OLD ROCHESTER REGIONAL SCHOOL DISTRICT
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55
School Calendar 2026-2027

July 2026

M	T	W	T	F
		1	2	*3*
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

7/3 - Independence Day Observed

August 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

8/31 All Staff Report

September 2026

M	T	W	T	F
	[1]	2*	3	4E**
7	8	9	10	11
14	15	16	17	18
21	22	23X	24	25
28	29	30		

[] Prof. Devl. Day

*Opening Day - Gr. 1-12

E** - K First Day and Early Release

9/7 - Labor Day

X - Prof. Dev. All Schools Early Release

20 days — 20 days accrued

October 2026

M	T	W	T	F
			1	2
5	6	7	8	9X
12	13	14	15	16
19	20	21	22	23
26	27	28	29P	30P

10/12- Columbus Day

X - Prof. Dev. All Schools Early Release

P- Elementary - Early Release Parent Conf.

21 days — 41 days accrued

November 2026

M	T	W	T	F
2	[3]	4	5	6
9	10	*11*	12	13
16	17	18	19	20
23	24	25E	*26*	*27*
30				

[ ]-Prof. Devl. Day — 11/11 - Veterans' Day

E- Early Release for Students & Teachers

11/26-27 Thanksgiving Vacation

17 days — 58 days accrued

December 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23E	*24*	*25*
28	*29*	*30*	*31*	

E- Early Release for Students & Teachers

12/24-12/31 Holiday Vacation

17 days — 75 days accrued

January 2027

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27X	28	29

1/1 Holiday Vacation

1/18 - Martin Luther King, Jr. Day

X - Prof. Dev. All Schools Early Release

19 days — 94 days accrued

February 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	*16*	*17*	*18*	*19*
22	23	24	25	26

2/15-2/20 School Vacation

15 days — 109 days accrued

March 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17X	18	19
22	23	24	25	26
29	30	31		

X - Prof. Dev. All Schools Early Release

23 days — 132 days accrued

April 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	*20*	*21*	*22*	*23*
26	27	28	29	30

4/19-4/23 School Vacation

17 days — 149 days accrued

May 2027

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26X	27	28
31				

5/31 - Memorial Day

X - Prof. Dev. All Schools Early Release

20 days — 169 days accrued

June 2027

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15*	16	17	*18*
21	22	23**	24	25
28	29	30		

* 180th Day, Early Release

**185th Day, Early Release

6/18 - Juneteenth (observed)

11 days — 180 days accrued

Holidays - No School for Students and Teachers

7/4 - Independence Day
9/7- Labor Day
10/12- Columbus Day
11/11 - Veterans' Day
11/26 - Thanksgiving Day
12/25- Christmas day
1/1- New Year's Day
1/18 - Martin Luther King, Jr. Day
2/15 - Presidents' Day
4/19- Patriots' Day
5/31 - Memorial Day
6/19 - Juneteenth (observed 6/18)

Start & End Times:
ORR Jr. High School
7:20 a.m. to 2:04 p.m.
ORR High School
7:30 to 2:03 p.m.
Center School & OHS
8:30 a.m. to 2:45 p.m.
Sippican School
8:40 a.m. to 2:57 p.m.
Rochester Memorial School
8:40 a.m. to 3:00 p.m.

Early Release Times (Codes X E)		**Code P**
ORR Jr. & Sr. High Schools	11:30 a.m.	N/A
Center & Old Hammondtown	12:20 p.m.	11:30 a.m.
Sippican School	12:20 p.m.	11:30 a.m.
Rochester Memorial School	12:30 p.m.	12:30 p.m.

Approved by the Joint School Committee
01.29.2026
www.oldrochester.org