Old Rochester Regional School District
Massachusetts school superintendency unioN no. 55
Marion, Mattapoisett, and Rochester, Massachusetts

Non-Discrimination Notice

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

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

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

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

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

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

LEGAL REF.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973, Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972), M.G.L. 76:5; Amended 2011
M.G.L. 76:1, BESE regulations 603CMR 26.00 Amended 2012 BESE regulations 603CMR 28:00
CROSS REFS.: ACA-ACE, Subcategories for Nondiscrimination
GBA, Equal Employment Opportunity
JB, Equal Educational Opportunities

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Section I -Academic Matters Core Subjects

Language Arts
Math
Science
World Language
Reading
Social Studies

Exploratory Subjects

Band/Chorus
Physical Education
Art
General Music
Health
Music for Life
Computer Science
Engineering

Marking System and Achievement Grades

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

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

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

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

Exploratory Area Grades

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

Report Cards

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

Report Cards are posted in Powerschool. PDFs emailed or hardcopy printed upon request.

Awards

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

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

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

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

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

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

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

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

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

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

James Farmer - Funded by FORM (Friends of Old Rochester Music), this is "Presented to an 8th-grade band member who is a consistent role model of dedication, positive attitude and musicianship." The recipient will receive a gift certificate from the Symphony Music Shop and have their name on a plaque displayed in the Music Dept. trophy case.

Grouping

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

Guidelines for Promotion

An academic promotion will be awarded to students who pass their major subjects. Major subjects include English, Math, Science and Social Studies. It is the policy of Old Rochester Regional Junior High School that students pass four out of four major subjects to be promoted*. Students failing one or two subjects are eligible to attend summer school and/or receive tutoring from a certified teacher approved by the principal. Students failing three or more subjects will be retained. (*For students taking Algebra 1, the minimum percent for promotion is 55%. For any student who receives less than 70%, it is highly recommended that the student repeat Algebra 1 in high school.)

Physical Education Requirements

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

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

1. Certification in writing from a physician in good standing who specifically states that in their opinion, physical education exercise would be injurious to the child.
2. A written request signed by a parent/guardian/caregiver to be reviewed by the school nurse or administration. Student athletes participating in the Junior High School Intramural and Interscholastic Program are required to participate in their regularly scheduled physical education class on game or practice days in order to be eligible to participate in said game or practice.

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

RTI Scheduling and Student Responsibility

During RTI (Response to Intervention) periods, students may be assigned to different teachers based on their individual learning needs. The school utilizes Adaptive Scheduler to manage these assignments. It is the student's responsibility to:

- Follow their assigned schedule as indicated in Adaptive Scheduler.
- Check their Adaptive Scheduler schedule daily to ensure they are aware of their assigned teacher and location for each RTI session.
- Attend all assigned RTI sessions promptly and prepared.

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.

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.

Section II - 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.

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

Students are expected to comply with school rules and accept the leadership of teachers and school staff. Students should fully understand that any staff member in the building has the authority to correct misconduct at any time. Students must adhere to school rules not only on school grounds, but also on the way to and from school, on school buses, during extracurricular activities, field trips and any other time when they are under school supervision. All students must also comply with state and federal laws as they apply to the conduct of minors and juveniles.

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

Students assigned in-school suspension, out-of-school suspension, emergency removal, or long-term suspension shall be provided: Access to assignments, Access to instructional materials, Opportunity to earn full academic credit, and the Opportunity to make up missed work. A designated staff member may be assigned to facilitate communication between the student and teachers during the suspension period.

Category One Offenses (Major)

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

A. Use, possession, purchase, sale or other transfer or distribution, or the attempt to use, possess, buy, sell, transfer or distribute, any alcoholic beverages as defined in Massachusetts General Laws Chapter 138 or any illegal drug. See also letter J below.
B. Physical violence, including but not limited to fighting.
C. Vandalism or malicious destruction of or damage to public or private property.
D. Theft.
E. Bullying/Harassment, including but not limited to sexual harassment. (See Sexual Harassment Policy page 14-15.) (See Bullying policy page 14.)
F. Assault or intimidation, which threatens or puts a person in fear for their safety.
G. Any criminal acts, whether a misdemeanor or felony.
H. Possession of a weapon or a hoax device or a facsimile of a weapon and any unauthorized object that could be injurious to health or safety or could damage the school facility. The local police will be notified of such possession.
I. Any intentional or reckless action, which creates a reasonable likelihood that the health, safety or well being of any student, faculty member or other individual may be endangered.
J. Possession of any object that may be used as drug paraphernalia.
K. Possession of fireworks. Possession and/or use of a cigarette lighter or matches in school or on school

property.

L. Falsely activating a fire alarm, setting a fire, making a bomb threat or any other threats or taking any action that places any person or the school at risk of harm.
M. Use or possession of any tobacco product, including smoking tobacco or chewing a smokeless tobacco product. This includes any vaping product as well, with or without the use of tobacco. A 1st offense will receive a 1-day planning room; or out of school suspension; any subsequent offense will receive at least a 2-day suspension.
N. Insubordination.
O. Use of vulgar or profane or otherwise disrespectful language or actions to any faculty or staff member or student.
P. Disruption or other disorderly conduct while within the planning room program.
Q. Misuse of computer hardware and/or software.
R. Civil rights violations or hate crimes. This range of behavior extends to graffiti, to threats, to actual assaults and is directed to an individual (or group) because of the individual's race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability (i.e., protected status).
S. Possession of any form of pornography. (Note: Currently in the Commonwealth of Massachusetts, a minor caught sexting images of other minors or images of themselves could be prosecuted under Massachusetts' child pornography laws.)

Category Two Offenses (Major)

A. Disruption of a class, detention or any other school activity to the point of being sent from that class or activity.
B. Unexcused absence from school or class.
C. Leaving class or school grounds without permission.
D. Failure to attend detention. The detention must still be served and a second detention will be assigned.
E. Forging signatures, notes or official documents, including but not limited to report cards, field trip permission forms, dismissal notes, tardy notes, bus notes and passes.
F. Truancy. (For a 1st offense, 5 days of detention; for a 2nd offense, a two-day assignment to the Planning Room will be made.)
G. Bus Conduct Referrals. (See Transportation Policy.)
H. Being in an unauthorized area and/or using school property or equipment without permission.
I. Cheating and/or plagiarism.
J. Misuse of computer hardware and/or software or any violation of the computer/internet agreement.
K. Being tardy to class five or more times in one term.
L. Repeated (3 or more) violations of any school rules, regulations or procedures otherwise subject to Category Three discipline.
M. Refusal to do school work.
N. Receiving five detentions in one term or eight detentions in one academic year.
O. Inappropriate physical contact.
P. False bullying reports.
Q. Lying/misrepresenting the truth.

Category Three Offenses (Minor)

A. Tardiness to school more than three (3) times in a marking period or a subsequent tardiness in a marking period.
B. Failure to follow one's schedule as published.
C. Failure to follow rules and procedures regarding tardiness, absences or dismissal not otherwise subject to discipline under Category One or Two.
D. Unauthorized purchase or sale of any item.
E. Throwing food.
F. Violation of pass restriction.
G. Failure to pay for athletic equipment, library books, textbooks or other school property damaged or not

returned.

H. Possession and use of the following during the school day (7:10am – 2:04pm): electronic equipment, including but not limited to: audio, video and communication devices unless approved by administration and/or team for educational use only - see BYOT section of the handbook.
I. Failure to sign in when arriving late to school.
J. Possession of a water pistol or the like.
K. Unauthorized use of the elevator.
L. Gum chewing.
M. Failure to bring work materials to class (e.g., pencils, notebooks, books)
N. The wearing of a vulgar or suggestive tee shirt, a hat, or any other article prohibited in this handbook or other school publication.
O. Behavior that interferes with the smooth, orderly and efficient running of the School, which is not otherwise identified as a Category One or Category Two offense.
P. Inappropriate public displays of affection in school or on the school bus.
Q. Inappropriate use of a laser pointer.
R. Failure to follow any other rule, regulation or procedure set forth in this handbook or published in the daily bulletin that is not otherwise identified as a Category One or Category Two offense.

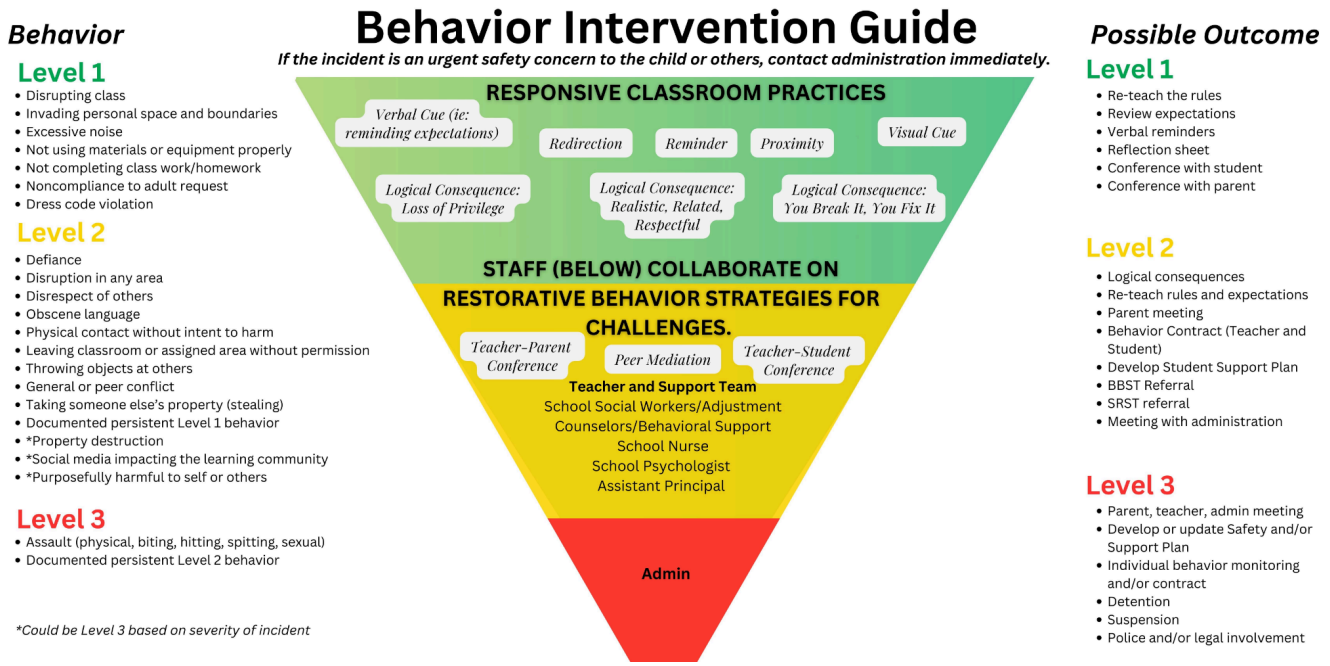
General Disciplinary Process

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

Teacher and Team Process

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

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



Administrative Process

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

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

Category One Consequences

Except as otherwise provided as above, discipline imposed for Category One violations may include one or more of the following: 1) suspension in and/or out of school; 2) loss of student privileges, including the privilege of participating in school activities; 3) referral to the Superintendent of Schools for review and possible imposition of more stringent sanctions; 4) assignment to the Intervention Center or Planning Room. Restitution and/or restoration will be required of the student when deemed appropriate by the School. The student may also be referred to Guidance. The student's parents/guardians/caregivers will be notified and a parent/guardian/caregiver conference held. The Superintendent of Schools, the School Committee and the police may also be notified.
If students commit a second offense within this category, they may be referred to the School Committee for a hearing and possible permanent expulsion. The School reserves the right to refer students to the School Committee for disciplinary action on the first offense for any Category One infraction that, because of its circumstances, is determined by the School to be serious enough to warrant such action.

Category Two Consequences

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

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

Category Three Consequences

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

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

Office Detention

Office Detention is a one-hour after-school session held from 2:10 PM to 3:10 PM. Its purpose is restorative, providing students with a structured opportunity to reflect on the choices that led to detention and to take responsibility for their actions in a meaningful way.

During detention, students will be expected to complete a Reflection Sheet, which encourages them to think critically about their behavior, its impact on others, and how they can make better choices moving forward. This reflection will be reviewed by school personnel, and may serve as the basis for follow-up conversations aimed at supporting student growth and accountability.

In addition to completing the reflection sheet, students are required to come prepared to read and write for the full hour. Quiet, independent work is expected throughout the detention period. If a student arrives unprepared or unwilling to engage in reading or writing, they will be asked to return on another day to complete an additional detention for not meeting expectations.

Office Detention is a space for learning, reflection, and improvement—and students are encouraged to treat it as an opportunity to reset and move forward positively.

The Intervention Center

Intervention Center is a short-term, in-school setting where students spend less than half a day reflecting on their behavior and completing classwork in a calm, focused environment. To support their growth, students may also receive targeted guidance from a school counselor related to the behavior that prompted their referral. This process encourages self-awareness, fosters personal development, and helps prevent repeated behaviors, enabling students to return to class better prepared to succeed.

Planning Room

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

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

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

In-house staff work to support students who are assigned to the Planning Room. While in the Planning Room, students may receive counsel, be advised, have their sense of belonging bolstered and their connection with the school community restored. Whenever it is appropriate, the Planning Room process will be used in lieu of suspension. However, should a suspension be deemed necessary, the student's return to the school community will be channeled through the Planning Room. *The Planning Room is a shared resource with the high school.*

Community Service

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

hours completed.

Saturday Detention

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

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

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

Section III: Other Disciplinary Information

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 make up 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.

M.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.

P**rovision 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.

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

MGL Chapter 269 Sections 17 and 18 prohibits hazing. Section 17 provides: "Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action."

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

Section 19 provides. “Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

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

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

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

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:

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.

ORRSD Bullying and Harassment Prevention and Intervention Plan

Harassment

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.

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 Regional Junior High School 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.

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.

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.

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 Junior High School 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 Junior High School 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.

Use of Detection Dogs on School Property

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

Search Procedures:

1. Each canine will be accompanied at all times by a qualified and authorized trainer who will be responsible for the dog's actions. One or more administrative staff members will be assigned to accompany the canine units.
2. Just prior to the beginning of the search, the administration will institute a "stay in place" order. Teachers should close their doors and keep students inside rooms until further notice. If a student needs to leave for an emergency, an administrator will escort them away from the area.
3. Canines and handlers will only work in the area designated by the principal. No variations will be permitted. If during the search the canine detects drugs and/or other contraband in a locker area or backpack or other particular area, administrators will mark the item and record time and place.
4. When a locker or backpack has been indicated, an administrator will make every effort to keep it under supervision until the search is completed.
5. If contraband is not found where a canine has indicated, the parent/guardian/caregiver and student will be so notified. If contraband is found, the student will be afforded due process as provided by the Student Handbook prior to any disciplinary action.
6. School officials will refer students suspected of criminal activity to the police.

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

Search and Seizure

School Administration may search a student under their authority without a warrant or probable cause. A search is justified if there are reasonable grounds to suspect that it will reveal evidence that the student has violated or is violating the law or school rules.

School administrators can search the student, student's possessions, and/or school property assigned to a student under the following guidelines :

- There is reasonable suspicion to believe that the items are illegal, violate school rules, pose a health or safety hazard, or disrupt the educational process.
- Lockers are the property of the school and may be opened for inspection at any time. Whenever possible, such inspections will be conducted in the presence of the student and under the direction of a school administrator.
- When possible all searches will be conducted by an Administrator accompanied by another school official with respect for safety considerations and with the least possible disruption and intrusion.
- Parents/guardians/caregivers will be notified as soon as possible if a student is found in possession of an illegal item. Immediate safety of all students will take priority over parent/guardian notification.

Students suspected of possessing or being under the influence of a controlled substance, or of possessing materials dangerous or harmful to themselves or others, may be asked to empty their pockets and/or remove shoes and/or additional layers of clothing, to address the suspicion. Personal possessions may be searched.

School Administrators will seize harmful or dangerous items in a student's possession and the School Resource Officer (SRO) will be notified.

For ORRJHS to provide a safe and conducive learning environment for all students it may necessitate such actions.

Section IV - Other Policies

Accidents, Illness, and Health Services

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

Addressing Parent/Guardian/Caregiver or Student Concerns

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

Advisory

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

Artificial Intelligence (AI) Use – Student Guidelines

The following guidelines govern the use of Artificial Intelligence (AI) at Old Rochester Regional Junior High School. Our goal is to foster "Operating Responsibly and Respectfully" (ORR) by using AI as a tool to enhance—not replace—student thinking, effort, and creativity, and to support teacher guidance.

What is Artificial Intelligence?

Artificial Intelligence (AI) refers to computer systems designed to perform tasks that typically require human intelligence, including: processing language, analyzing information, generating text, creating images, producing summaries, assisting with research. Examples include ChatGPT, Gemini, and Copilot.

Responsible and Authorized Use - Teacher Discretion

Teachers determine when and how AI may be used for assignments. Students should always ask their teacher if they are unsure whether AI is permitted.

Approved Platforms
Students may use only District-approved AI tools when completing school assignments.

Human Oversight
Students remain responsible for all submitted work. AI is not a replacement for: critical thinking, creativity, problem solving, independent learning. Students must verify all AI-generated content for accuracy and appropriateness.

Academic Integrity
The Old Rochester Regional School District maintains high expectations regarding academic honesty.

Original Work
All submitted work must represent the student's own thinking and effort. Using AI to complete assignments without explicit teacher authorization constitutes academic dishonesty.

Plagiarism
Submitting AI-generated work as one's own is considered plagiarism.

Citation Requirements
When AI use is authorized, students must appropriately cite: the AI platform used, the type of assistance provided, any AI-generated content incorporated into the assignment.

Disciplinary Consequences
Unauthorized AI use shall be classified as a Category Two Offense: Cheating and/or Plagiarism
Consequences may include: grade reduction, grade of zero, parent/guardian notification, detention, and/or additional disciplinary consequences consistent with the Student Code of Conduct.

Privacy, Safety, and Ethics
Students shall not enter into AI systems: personal information, photos of students, addresses, passwords, login credentials, student identification numbers, medical information, or confidential school information. Students must comply with FERPA, COPPA, and all District technology policies.

Digital Citizenship
Using AI to harass, bully, impersonate, threaten, intimidate, or create inappropriate content is prohibited and may result in significant disciplinary consequences.

Monitoring The Use of District Technology
The District reserves the right to monitor all activity conducted through District devices and accounts. Misuse of AI may result in loss of technology privileges, school discipline, and referral to law enforcement when appropriate.

School Attendance, Tardiness & Work Makeup Policy

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

The Commonwealth of Massachusetts G. L**.** c. 76 § 1 requires that every child, with certain exceptions, between ages established by the state board of education, must attend a public day school or some other approved school

during the time when public schools are in session.

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

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

In accordance with M.G.L. c. 76, §1B, the Principal or designee shall make a reasonable effort to meet with the parent/guardian and student whenever a student has: Five (5) or more unexcused absences. The purpose of the meeting shall be to identify barriers to attendance and collaboratively develop an Attendance Improvement Plan designed to improve school attendance. Documentation of the meeting attempt and resulting interventions shall be maintained by the school.

Alternative Remedies Documentation Prior to consideration of legal interventions, including Child Requiring Assistance (CRA) filings or 51A referrals, the school shall document alternative remedies and re-engagement efforts have been attempted, which may include: Parent meetings, Attendance contracts, Counselor check-ins, School-based mentoring, Academic interventions, and/or Referral to community resources. The District prioritizes student re-engagement and support whenever possible.

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

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

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

Parents/guardians/caregivers must advise the school when students are to be absent for any reason. To report an absence, use the following methods, in priority order:

PowerSchool – "Student Absence and Tardy Note" Form
Telephone voicemail – (508) 758-4928

Attendance notifications may be submitted twenty-four (24) hours per day.

Parents/guardians/caregivers are encouraged to notify the school as soon as possible when a student will be absent.

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

Excusal notes must be submitted to the school within ten school days of a student's return; otherwise, the absence will be permanently recorded as unexcused. The preferred method is to submit a note electronically through Powerschool. Handwritten notes are accepted in the front office.

A child who does not attend school is not permitted to take part in intramurals, or after school/evening activities,

if the student was absent from school that day. Students will be provided an opportunity to make-up missed work. Students will typically be provided one (1) school day to complete make-up work for each day of an absence unless otherwise determined by the teacher or administration based on the circumstances of the absence, the nature of the assignment, or individual student needs.

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

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

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

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

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

For absences lasting five (5) or more consecutive school days: The school nurse, School counselors, Teachers, and Administration may collaborate to prioritize essential assignments and create a modified academic plan. Students who are medically confined to home or hospital settings for fourteen (14) or more consecutive school days may qualify for district-provided home/hospital tutoring services in accordance with Massachusetts regulations.

Students receiving an Incomplete (I) at the close of a marking period shall have two (2) weeks to complete any outstanding work, unless otherwise approved by the administration. Failure to complete work within the designated timeframe may result in the Incomplete being converted to the earned grade.

Absences Due to Illness

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

- Students being treated for strep throat must be kept home a minimum of 24 hours after treatment begins.
- Students who vomit in the night or in the morning before school, due to illness, should not be sent to school that day. Students should be able to hold down some food before returning to school.
- Students with an illness that produces a fever (temperature 100 degrees or higher) should be free of fever, without the use of fever-reducing medication, for 24 hours before returning to school.

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

Arrival, Tardies & Make-up Policy

Doors open at 7:10 AM, students are expected to go to their lockers and then report to their homeroom. Students

should not be socializing in the hallway between 7:10 AM and 7:25 AM, they should be in their homeroom. Students may get breakfast from the cart or cafeteria as they enter the building, but must still be in the homeroom by 7:25 AM. Morning announcements are made at 7:25 AM. Students are considered late if they are not in their homeroom by 7:25 AM.

Students who cannot be in the homeroom by 7:25 AM must immediately report to the Main Office to sign in. Failure to report directly to the Main Office and obtain authorization to enter classes shall be considered a separate safety violation and may result in disciplinary action. Accurate attendance records are necessary to ensure student safety and emergency accountability.

Arriving chronically late to school may lead to a significant amount of lost learning time. Therefore, it is of utmost importance to students to be in school on time every day.

Third Tardy per Quarter: Student conference, Parent/guardian notification, Counselor meeting as needed
Fifth Tardy per Quarter: Lunch detention
Eighth Tardy per Quarter: Administrative Detention

Continued Tardiness: Attendance Improvement Plan meeting involving the student, parent/guardian, and administration and/or guidance. The Attendance Improvement Plan may require parents/guardians to sign in their student in person.

The District recognizes that chronic tardiness may be connected to health, family, or other barriers and seeks to address underlying causes whenever possible.

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

Administrative Decisions and Student Responsibilities

Refusal to comply with a lawful directive from a staff member or administrator may result in disciplinary action consistent with the Student Code of Conduct. School administrators are responsible for maintaining a safe, orderly, and productive learning environment. Disciplinary decisions made during the school day are within the authority of school administration and do not require parental consent. Parents/guardians will be notified of disciplinary consequences in a timely manner and are encouraged to communicate with school personnel regarding any questions or concerns.

Assemblies

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

Beverages

To minimize spills and distractions and promote a healthy environment, students may only have plain water in classrooms. Water must be in a non-breakable, spill proof container. All other beverages are prohibited in classrooms and hallways.

Band and Chorus

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

Bicycles

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

Book Bag Expectations

Your grade-level team will establish expectations for the contents and organization of your book bag, as well as guidelines for access during the school day. These will ensure you have necessary materials readily available and contribute to a focused learning environment. Please pay close attention to the information provided by your grade-level team.

Breakfast

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

Cafeteria

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

Care of Text and Library Books

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

Cell Phones

Students will adhere to the following guidelines:

- Cell phones are to be powered off and secured in the student's locker during the school day (7:10am - 2:04pm - between arrival and dismissal).
- If a student does not want to secure their cell phone in their locker, then they will secure their cell phone in the front office for the day, or they can opt to keep their cell phone home.
- Students may not secure their cell phone in another student's locker.

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

- *First offense:* Students will be sent to the Assistant Principal's office to hand in their device. The cell phone will be returned at dismissal.
- *Second offense:* Students will be sent to the Assistant Principal's office to hand in their device. The student will serve a silent lunch the same day or the next day. The student's parent/guardian/caregiver will be notified. The cell phone will be returned at dismissal.
- *Third offense:* Students will be sent to the Assistant Principal's office to hand in their device. The student will serve an after school detention. The student's parent/guardian/caregiver will be notified and will have to pick up the phone from the school.

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

offenses will be considered a category two offense.

Students with a medical requirement for cell phone access will be exempted from securing their cell phone in their locker/main office.

Other Personal Electronic Devices

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

Students will adhere to the following guidelines:

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

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

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

- *First offense:* Students will be sent to the Assistant Principal's office to hand in their device. The device will be returned at dismissal.
- *Second offense:* Students will be sent to the Assistant Principal's office to hand in their device. The student will serve a silent lunch the same day or the next day. The student's parent/guardian/caregiver will be notified. The device will be returned at dismissal.
- *Third offense:* Students will be sent to the Assistant Principal's office to hand in their device. The student will serve an after school detention. The student's parent/guardian/caregiver will be notified and will have to pick up the device from the school.

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

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

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

Additionally:

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

Students acknowledge and agree that:

- The school's network filters should not be circumvented.

- The school district may collect and examine any device at any time for the purpose of enforcing the terms as stated in this handbook, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school.

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

Change of Address or Telephone #

If at any time during the year you:

- move to another house within the tri-town area
- have your home, business or cell phone number changed,

please update the information on Powerschool and notify the office by phone.

Commercial Activities

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

Computer Education

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

Conferences - Pupil/Teacher/Parent, Guardian, Caregiver

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

Courtesy

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

Dances

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

Dinner Dance for Grade Eight

The administration and grade eight teams will review the student's overall conduct for participation in the 8th

grade Dinner-Dance that occurs toward the end of the school each year. Students must attend school on the day of the dance in order to be eligible to participate. Students are required to fill out a Grade Eight Dance Permission Form, which is read and signed by a parent/guardian/caregiver. Rules concerning the dances are clearly stated on the back of the form.

Dismissals

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

Dismissals Other Than Illness or Accident:

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

a. Before school, bring a note to the office from your parent/guardian/caregiver stating the date, time, and reason for early dismissal.

b. The office will give you a "dismissal slip" which is to be signed by all teachers whose classes you will miss due to your early dismissal. Parents/Guardians/Caregivers must come into the vestibule and check in with the receptionist to pick up your son/daughter.

c. Only with prior knowledge and approval of the administration, may any students be permitted to ride to or from school by means other than the school buses provided. No junior high student will be permitted to ride or walk to the senior high school to obtain such a ride. Bus drivers are specifically directed to refuse any student requests to disembark at the senior high school. Continued transportation funding requires that this rule be strictly enforced. If a bus change is needed, a note from your parent/guardian/caregiver should be brought into the receptionist preferably the day before.

d. If you are picking up your child at 2:04 pm, please park in the Junior High School parking lot and instruct your child to meet you in the lot.

Early Dismissal Requests:

Parents/guardians may request student dismissal through: Written note, PowerSchool online dismissal form, or Telephone communication with school personnel.

Dismissal requests should be submitted before the first mod of the day to avoid disruption of instruction. Exceptions may be made for emergencies as determined by the administration.

Unauthorized Self-Dismissal:

Students may not: Contact parents/guardians through personal electronic devices to arrange dismissal, Leave campus without office authorization, and Bypass the nurse when requesting dismissal due to illness.
Students who attempt to dismiss themselves without authorization may be subject to disciplinary action.

Authorized Release Students may only be released to: A parent/guardian, An emergency contact listed in school records, or Another adult specifically authorized by the parent/guardian.

Students may not leave the building to meet a parent/guardian waiting outside without first being signed out through the Main Office. Students who leave school before completing at least one-half of the school day will be recorded absent for the day in accordance with attendance regulations.

Dress Code - Responsibility For 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 hats or caps, coats or jackets. Outdoor clothing should be removed and secured in lockers for the duration of the school day.

- Students must wear clothing including both a shirt with pants/skirt/shorts, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front and back, as well as on the sides.
- Backs and stomachs should be covered without pulling or tugging clothing.
- Clothing must cover undergarments and cannot be see-through.
- ORRJHS has a no head-adornment policy, including but not limited to hats and hoods. Head adornments worn for religious and/or cultural reasons are permitted.
- Clothing, jewelry, and/or accessories may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing, jewelry, and/or accessories may not depict anything sexual.
- Clothing, jewelry, and/or accessories may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress code violations should be consistent with discipline policies for similar violations. If the school has appropriate attire that the student can change into, that will be offered to the student at that time.

E - Hall Pass

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

Electronic Device Review

The school may require a student to display specific content on a personal electronic device when there is reasonable cause to believe the device contains information related to bullying, cyberbullying, harassment, threats, intimidation, school safety concerns, and/or violations of school rules.

Any review shall be limited to the specific concern, conducted by the administration, used only for investigative or safety purposes. The school does not conduct general exploratory searches of student devices. Reviews are limited to circumstances involving reasonable suspicion.

Extra Curricular Eligibility

Students who have an F in one (1) core subject must attend remediation/extra help sessions in that core subject in order to participate in an extracurricular activity. Students who do not attend these sessions, and show improvement in their subject area, may be removed from that activity until their grade improves. The principal and/or designee will make this determination. Students who have more than one F in core subjects will not be allowed to participate until they achieve a passing grade in three out of four core subjects, and are attending remediation/extra help sessions in the remaining core subject.

Athletic Eligibility

- To be eligible for athletics, a student must be passing their four core academic classes at the midpoint of each trimester (Progress Report) and at the end of each trimester (Report Card) in order to continue playing sports until the end of the next marking period (either progress report or report card, whichever comes first).
- Academic eligibility of all students shall be considered as official and determined only on the date when the progress report/report card for that ranking period has been issued to all parent/guardian/caregiver(s) of all students within a particular class.

Extracurricular Attendance Requirement

To participate in any extracurricular activity, including:

- Athletics
- Clubs
- Dances
- Field trips
- School-sponsored events

Students must be present in school by 11:00 AM and remain in attendance for the remainder of the day unless otherwise approved by the administration. Exceptions may be granted for: Medical appointments, Court appearances, Religious observances, or Other circumstances approved by the administration.

Academic eligibility students must maintain passing grades in all core subjects unless otherwise approved through an intervention plan. The Administration reserves the right to review individual circumstances and provide support to improve student success.

Extra Curricular Activities

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

Field Trips

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

Before going on a field trip, each student must fill out a "permission slip" and have it signed by one of their parents/guardians/caregivers. The form must be returned to the teacher in charge prior to the trip. Note: Students who have had behavioral issues during the school year will not be allowed on field trips.

Fireworks

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

Fire Drill Regulations

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

Gum Chewing

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

Health Services

Students who become ill in school, should report to the nurse, who will decide what should be done. Students

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

Health

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

Medication At School

Students are forbidden to possess prescription drugs, over the counter medication or drugs of abuse.

If a student needs medication during school hours, the parent/guardian/caregiver is to bring the medication to the school nurse for appropriate dispensing. The medication must be accompanied by a permission slip completed and signed by the student's parent/guardian/caregiver. A permission slip may be obtained in the nurse's office. A student that takes a daily long-term medication must have the permission slip signed by the student's physician. The purpose of this rule is to assure that students who need to take medication during school hours receive that medication. It is also intended to prevent the use of over-the-counter drugs by students and the sharing of medications between students. Many medications (even aspirin) may have significant side effects and, when shared, may create serious health problems.

Homework

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

Inclement Weather Procedure

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

Insurance

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

Intramurals

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

Library-Media Center

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

Opt Out for Library Books

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 your school's librarian with the exact title of the book and the author's full name. If no email was sent to opt out, your student will have full access to the variety of books available in the library. Here is the link to the library book platform Alexandria: https://orrjhs.goalexandria.com/

Lockers

Each student will be assigned a locker. Periodic inspections will be made to see that lockers are kept neat and orderly. Use only the locker assigned to you, and keep it locked at all times. All personal items and books, when not in use, are to be kept in lockers. It is unwise to store personal electronics, large sums of money or other valuables in your lockers. Items of value like these are best left at home. Lockers in the school are the exclusive property of the District. Students may use said lockers with the permission of the District, but the District reserves the right at any time to enter said lockers and inspect them or require students to empty said lockers in the presence of a District agent. Any student using any locker on District property does so subject to this specific reservation and any such student will not claim or expect any proprietary right in the occupancy of said locker, or claim or expect any right of privacy in the use of said locker. For obvious reasons, faulty locks and doors should be reported to the custodian AT ONCE! Students who abuse their lockers by kicking doors shut or otherwise defacing them will be held financially responsible and disciplined appropriately.

Messages for Students

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

Physical Restraint of Students

The District is committed to maintaining a safe learning environment for all students. In accordance with 603 CMR 46.00, physical restraint may be used only in emergency situations as a last resort when a student's behavior poses an imminent risk of serious physical harm to the student or others and when other lawful interventions have been unsuccessful or deemed inappropriate. Physical restraint shall never be used as punishment, for staff convenience, as retaliation, or as a substitute for appropriate behavioral interventions.

The following are prohibited except as specifically authorized by law: Seclusion, mechanical restraint, medication restraint, and prone restraint -- except in circumstances permitted by regulation.

Parents/guardians shall be notified following any use of physical restraint in accordance with Massachusetts regulations.

The District shall comply with all reporting, documentation, and staff training requirements outlined in 603 CMR 46.00 and District Policy JKAA. Additional information is available through the Main Office and District website.

Prohibition of Personal Computing Devices

Old Rochester Regional Junior High School is a 1:1 Chromebook school. To ensure a safe, equitable, and secure educational environment, students are required to use District-issued devices for all instructional activities.

Students may not use personal laptops, tablets, iPads, Chromebooks, or personal computers.

District-issued devices allow consistent access to instructional materials, network security, content filtering, student monitoring, technology support and equity among students.

Exceptions may be granted for IEP or 504 Accommodations when the accommodation is specifically identified in a student's educational plan and we are unable to accommodate with a school-issued device, and when approved by the administration and the school nurse. Students bring personal devices at their own risk.

The District assumes no responsibility for loss, theft, or damage to personal electronic devices.

Consequences

- First Offense: Device confiscated and returned at the end of the day.
- Second Offense: Parent/guardian required to retrieve the device.

Repeated Violations: Additional disciplinary consequences may apply.

Safety Drills

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

School Council

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

Skateboards

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

Smartwatches and Wearable Technology

Students may wear smartwatches while at school. Smartwatches must function solely as timekeeping devices during the school day.

Required Settings During school hours (7:10 AM – 2:04 PM):

- Notifications must be disabled
- Messaging functions must be disabled
- Internet access must be disabled
- Devices should be placed in School Mode, Airplane Mode, or an equivalent setting.

Students may not use smartwatches to:

- Send messages
- Receive messages
- Make phone calls
- Receive phone calls

- Access social media
- Record audio
- Record video
- Photograph others
- Access the internet

Use of a smartwatch during: tests, quizzes, and exams may be considered cheating.

Medical Exceptions - Students with documented medical needs may receive accommodations through the school nurse and administration.

Consequences - Unauthorized smartwatch use shall be considered a Category Three offense.

- First Offense: Confiscation until the end of the day.
- Second Offense: Parent/guardian notification and confiscation.
- Third Offense: Parent/guardian retrieval required.

Repeated violations may result in loss of smartwatch privileges.

Smoking, Tobacco and Vaping

In accordance with state law, MGL Chapter 71, smoking is prohibited in the school building, on school grounds and on school buses

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.

In accordance with Massachusetts law, Old Rochester Regional Junior High School prohibits the possession, use, distribution, sale, or being under the influence of tobacco, nicotine, or vaping products.

This prohibition applies: In school buildings, on school grounds, on school transportation, at school-sponsored events, at athletic contests, or during any school activity.

Tobacco Products may include: cigarettes, cigars, chewing tobacco, smokeless tobacco, nicotine pouches, and similar products.

Electronic Nicotine Delivery Systems may include: e-cigarettes, vapes, vape pens, JUUL devices, dab pens, cartridges, pods, vape juice, chargers, and related paraphernalia.

First Violation

Student will receive: One-day in-school suspension, or one-day out-of-school suspension (parent/guardian conference, re-entry meeting), and administration may offer participation in a Vaping Diversion Program.

Second Violation

Student will receive: Two-day out-of-school suspension, parent/guardian conference, re-entry meeting, and administration may offer participation in a Vaping Diversion Program.

Third Violation

Student will receive: Three-to-five-day out-of-school suspension, loss of student privileges, additional disciplinary action as determined by the administration, parent/guardian conference, re-entry meeting, and administration may offer participation in a Vaping Diversion Program.

Search Authority

When reasonable suspicion exists, administrators may search: lockers, backpacks, personal belongings, and other areas under student control.

Group Accountability

Students found together in a bathroom stall or other confined area where vaping is occurring may be subject to investigation and disciplinary action.

Extracurricular Impact

Violations may impact: athletic participation, club participation, student leadership positions, eligibility under MIAA Chemical Health Rules.

Special Services

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

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

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

Student Pregnancy

If a student becomes pregnant, the student/or a family member will notify the student's counselor, the administration or the school nurse. A meeting will be scheduled with the student and the parents/guardians/caregivers to discuss the educational options and support services available to the student. The above process will follow the confidentiality policies of the Old Rochester School District.

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

Student Records

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

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

This policy does not apply to release of directory information, such as the student's name, class, participation in officially recognized activities and sports, degrees, honors and awards. Please be sure to fill out the Directory Information Notice and read through the Annual Notification of Rights Under FERPA. The Family Education Rights and Privacy Act (FERPA) affords parents/guardians/caregivers certain rights with respect to student records. Under current policy, a student transcript, including name, address and grades, is kept for at least sixty years. That portion of the student's record that contains standardized tests, evaluations by teachers and the like, known as the "temporary record," is usually destroyed within five years after a student leaves the school system. Unless expressly limited by a student over the age of eighteen, parents/guardians/caregivers have the right to inspect their child's educational record. The record is made available to the parents/guardians/caregivers within ten workdays after the request is made. Copies of any part of the record may be requested, although a reasonable fee may be charged for the cost of duplicating the materials.

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

Student Valuables

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

Substitute Teachers

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Students are expected to be considerate, helpful and respectful to all teachers, including substitute teachers.

Survival

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

Participation Guidelines:

1. Students who express an interest in participating.
2. Students who have demonstrated a consistently high degree of good citizenship and are presently in good standing in our school. Good standing is interpreted to mean adequate and on time school and class attendance, satisfactory academic effort in all subjects, and satisfactory adherence to school policies including those on student behavior as stated in the student handbook. Good citizenship will be determined by consultation with the student’s teachers and other faculty.
3. Students who are not failing any subjects for the year as of the end of quarter three. Students’ academic standing will be evaluated at the end of quarter three.
4. Students with no medical/psychological problems, which could conceivably cause harm to themselves under isolated and primitive living conditions.
5. The advisory board determines that the student is mature and responsible enough to respond to a directive

immediately.

6. Students must make a weeklong commitment to the program.
7. All participants must have the School Time insurance or provide verification of private insurance.
8. All participants must attend two (2) meetings during two (2) after school sessions from 2:05 – 3:30pm.
9. All participants must adhere to the return dates on the various applications and forms or they may be in jeopardy of losing a space in the program.
10. A participation fee is required for the Survival program.
11. All participants must have at least one parent/guardian/caregiver attend "Survival Parent Night", at the informational evening held at the junior high school.
12. Students, who for various reasons have not been recommended for survival, can write a letter of appeal. The letter response should be given to the receptionist in the Junior High School office, addressed to the advisory board, by 7:30am the following day.
13. Students could be required to participate in weekly meetings during RTI period and complete assignments in Survival's Google Classroom.

S.C.O.P.E.

(Supplemental Courses Offering Personal Enrichment)

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

Staying after School

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

Supervision of Students Beyond Regular School Hours

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

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

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

Telephones

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

Traffic Regulations

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

Idling

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

Transitions

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

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

Bus Transportation

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

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

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

The following rules are to be followed by all students:

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

a. Be on time at the designated bus stop.
b. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner

while waiting.
c. Bus riders should not move toward the bus until the bus has come to a complete stop. Only then may you attempt to enter the bus.
d. Riders must not crowd and push while getting on the bus.
e. Walking through the high school in order to board the buses is absolutely forbidden.

While on the bus:

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

Minimum: 1st offense - warning
2nd- 1-3 day bus suspension 3rd - 5-10 day bus suspension
Repeated - consideration of permanent bus exclusion.

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

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

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

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

strictly enforced.

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

Truancy

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

Visitors

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

Walkers

– See Transportation

Chromebook Care

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

Ownership

District-issued Chromebooks remain the property of the Old Rochester Regional School District. Students are issued devices for educational purposes only.

Student Responsibilities

Students must: bring their Chromebook to school daily, charge it nightly, bring it to every class, use it responsibly.

Device Care

Students shall: keep food and beverages away from devices, avoid carrying devices by the screen, prevent pressure damage, protect charging ports and cables.

Students may not: deface devices, apply stickers, remove keys, damage screens, use another student's Chromebook, log in to another student's Chromebook, attempt to bypass district security settings, attempt to disable internet filtering.

Unauthorized Gaming

Students are strictly prohibited from using school-issued devices for gaming of any kind unless explicitly authorized by a teacher for educational purposes. Please note that looking or attempting to game—including actions such as using VPNs, web proxies, or accessing unblocked gaming sites—is a violation of the technology agreement and will be considered a Category 3 Code of Conduct offense.

Chromebook Care & Financial Responsibility Policy

The school-issued Chromebook is a vital tool for your student’s education. While ORRJHS covers routine maintenance and hardware malfunctions resulting from normal wear and tear, families are financially responsible

for any physical damage to the device.

The "Accidental Damage" Policy

We understand that accidents happen; however, to maintain a sustainable 1:1 device program, the school cannot absorb the cost of repairs for user-inflicted damage. Please Note: ORRJHS does not differentiate between accidental and intentional damage when assessing repair or replacement fees. ***Because the school cannot verify the specific circumstances of every incident, all physical damage—regardless of intent or fault—is the financial responsibility of the student's parent or guardian.***

Breakdown of Responsibilities

What the School Covers: Internal hardware failures, operating system glitches, and natural battery degradation resulting from normal, everyday educational use.

What the Family Covers: Any physical damage to the device. This includes, but is not limited to: cracked screens (from drops, stepping on the device, or closing objects inside it); liquid spills or water damage; missing, pried-off, or broken keyboard keys; damaged ports (headphone jacks, USB/charging ports) caused by forcing cords in at the wrong angle; lost, stolen, or damaged charging cables.

Incident Reporting & Fees

If a Chromebook is damaged, the student must report it to the [Media Center/IT Department] within 24 hours.

First Incident: The family will be billed the standard repair cost or the full replacement cost if the device is deemed unrepairable. (See Technology Fee Schedule)

Subsequent Incidents: Repeated damage may result in the loss of take-home privileges, and the student may be required to check their device in and out daily.

● Note: Do not attempt to take the device to a third-party repair shop or fix it yourself. Unauthorized repairs void our school warranty and will result in the device being flagged as fully damaged.

Device Insurance Program To protect against unexpected repair costs, we highly encourage all families to enroll in our optional school device insurance program, which covers the first instance of accidental damage.

Technology Fee Schedule Add

Additional fees may be assessed based on replacement cost. Monitoring Students have no expectation of privacy while using district-issued devices. The District reserves the right to: monitor activity, review internet usage, inspect devices, investigate policy violations

Technology Replacement & Damage Fee Schedule	
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

Section V. High School 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.

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
Freshmen 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
Freshmen 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*		

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. All High School

Sport Schedules can be found at: www. SouthCoastConference.org 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.
- A student who is absent from school may not participate in or attend any sport's practice, sport's game or extracurricular sport's activity, 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 may not participate or attend any athletic event on days they have been assigned to in-school suspension or Intervention Center.
- 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 athletic trainers 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.
- 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 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 their four (4) core courses at the end of the preceding academic trimester.
- To be eligible for fall athletics, a student must have passed their four (4) core courses 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 each trimester 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
- GNBVTHS
- 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.
- the Board of Directors is made up of Principals from various districts throughout the state.
- the 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 www.miaa.net. 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:

- Must 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 will have five (5) school days to change the incomplete grade(s) to passing.
- 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.

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 part 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 student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part 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 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 Penalty	# of Events /
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 Penalty	# of Events /
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

Tobacco Use - 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 Junior/Senior 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 Junior/Senior 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 ORRJHS & 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 their 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

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 has displayed antisocial tendencies and the ORRJHS/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 past 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.

Concussion 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 reentry 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.

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

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).

Suspected Concussion Exclusion from Play

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 may 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.
     - Periodic medical assessments until full return to classroom activities and extracurricular athletic activities are authorized.
   - 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.
- 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 a new
- Concussion History Form following new injury.
- If student suffers a concussion outside of school, complete Head Injury Form and return it to the school nurse.
- Complete a training provided by the school on concussions and return 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 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 qualifies for a letter 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 High School Principal. Fundraising (selling an item for a profit) without authorization of the High School 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 High School Principal, working in conjunction with the athletic director and ORR ABC.