

**MOUNT EVERETT REGIONAL SCHOOL  
SHEFFIELD, MA**



**STUDENT HANDBOOK**

**2009 - 2010**

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Welcome to Mount Everett,

The school handbook is a great place to learn about your school. The purpose of the handbook is twofold: 1.) To serve as a legal document which spells out rules, regulations, rights, and responsibilities; and 2.) To provide insight into opportunities, feelings, accomplishments, and sense of purpose.

Mount Everett is a place where approximately 50 adults will try and provide excellent academic and social experiences for about 450 teenagers each and every day. It will be demanding and sometimes stressful, but it should also be fun!

As a student here you should discover and explore your talents, some of which you may not have even known you had, develop a personal relationship with at least one adult who you feel knows you very well, and become confident that you will be successful in your future endeavors when you graduate from Mount Everett. If we all do our jobs well, no matter how great an experience you have, it should be a springboard to bigger and better things!

We hope that during your career at Mount Everett, you experience the feeling of giving your all to something. Perhaps it will begin with a performance on the stage, a term paper, an algebra exam, or a tryout for a team. Knowing that you've given your best effort toward achieving a goal is a feeling that every high school student should experience. It's an understanding that will serve you well the rest of your life. Standards of success and failure become less important when you know you've given a cause all you have to give. Effort is the key ingredient!

Rather than reading more advice from us, there will be plenty of time for that, we thought it would be helpful to read some reflections written by students. Ashley and Brandy Brooks have shared some of their thoughts about their experiences at Mount Everett that we think you will find interesting and helpful.

You might be surprised by what a great experience high school can be. If you think the following years are going to be filled with challenging homework and endless nights of studying, you are right, but there is so much more. The relationships you will make with friends, and faculty are irreplaceable. The close-knit community that surrounds you strengthens these bonds, making Mount Everett a place where your peers become familiar. Yes, drama will happen, homework will seem difficult and you will be faced with challenges, but these friendships you create along the way will make everything worth the trip. In high school opportunities are everywhere, take advantage of them. The decisions you make toward your future rely on positive behavior and an optimistic outlook. At Mount Everett anything is possible and everyone is on your side. The footsteps you leave now will remain as imprints for those who follow in your path.

***BE YOURSELF.***

*In a place where classrooms are small and people are kind-hearted, there is no reason to put on a show. You are who you are and Mount Everett is the school where you can lead a life of your own, be accepted by those around you and make your own decisions toward your future. Individuality is key. Do not become absorbed with the image that is imposed on many teenagers; what looks trendy, who you can and cannot hang out with, and who is most popular. These things do not matter. Find your niche and be who you are.*

***DO YOUR HOMEWORK.***

*You may feel stressed and overwhelmed at times, but do not give up. Stay focused and maintain clear focus through determination and strong motivation, you will be on the right track*

*to succeeding in high school. Homework is more important than you might think. It proves that you can persevere and challenge your mind and it also shows teachers that you are capable of getting the job done. There is no reason not to do your work- -you will have plenty of time to do the things you love and hang out with friends if you just balance your time and priorities right. And, as an added bonus, teachers are always willing to help you in any situation and help you succeed; they are always on your side. Stay motivated and hand in all that is required and you will be on the right track.*

### **GET INVOLVED.**

*Mount Everett offers a variety of opportunities to engage you. Whatever interest you have whether in sports, theater, arts, or academics, there are many options. Don't hold back. Run for president of your class, try out for the baseball team, or audition for a play. If you do not get involved now, you will not know what you are capable of doing and what interests you might want to pursue. This is the perfect time and the perfect age to go after what you want. By engaging yourself now you will build a foundation that will help you become a well-rounded individual.*

### **RESPECT.**

*"Treat others as you would like to be treated." You have probably heard these words many times before, but respect is so important. When you respect your friends and teachers you, in turn, will get back the respect you deserve. In class, on campus, with friends and faculty, on a team, or even at lunch, respect everyone and your school. You will realize how special Mount Everett is and how great the people are if you do this simple task. It is not hard at all. Mount Everett radiates a certain level of respect that is not hard to return. You will be grateful to have come from such a fantastic place.*

### **ENJOY YOURSELF.**

*No doubt, you are going to be swamped with math formulas and dates of wars and how to write fourteen different forms of essays, but that does not mean that you cannot enjoy yourself. The after school activities may seem time consuming and the rehearsals may take all night but again, enjoy it because there is nothing like the time you spend in high school. What better time is there than a Spirit Week or even watching the principal of your school kiss the sweetest looking pig ever? There are many people that you will meet in your lifetime but the people and the bonds you make at Mount Everett will be the ones that will last, so cherish them and have fun. It is about you and building your own special experiences. ENJOY this time for it is one of the greatest.*

High school is a chance for you to build a foundation for what you want to do the rest of your life. Getting involved, being yourself, learning to respect others and taking advantage of many opportunities will only help you on your journey. It is amazing how much Mount Everett has to offer and right now is the perfect time to excel. There will be great things to look back on and there will be great things to look forward to. Do not miss out on anything. The years go by very quickly. Stay close with friends and do your work. If you balance your schedule and do everything you truly enjoy, you will be one very satisfied student when the big day comes - graduation! Please do not hold back on anything, take full advantage of what is handed to you because you do not want to leave high school with a bunch of "what if's." Just keep trying and everything will fall right into place.

We wish you the best of luck,

Ashley and Brandy Brooks  
and  
The Class of 2004

# TABLE OF CONTENTS

Marking Period Schedule .....	1
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## I. MISSION STATEMENT AND GENERAL INFORMATION

Mission Statement .....	2
Expectations For Student Learning .....	2
General Guidelines .....	3
Where Do I Go If .....	3
Family Educational Rights and Privacy Act (FERPA) .....	3

## II. ACADEMICS

Academic Honor Code .....	5
Course Registration .....	5
Course Load .....	5
Honors Courses .....	5
Advanced Placement .....	5
Independent Study .....	5
Student Make-up Work .....	6
Extra Help .....	6
Mount Everett After School Program .....	6
Grading .....	6
Honor Roll Requirements .....	6
National Honor Society .....	6
Cum Laude Diploma .....	7
Pass/Fail .....	7
Withdraw/Fail Process .....	7
Text Books .....	7
Promotion Policy .....	8
Graduation Requirements .....	8
Withdrawal/Transfer .....	8
Leave of Absence .....	8
Attendance Policy .....	9

## III. STUDENT LIFE

Student Government and Blue & Gold .....	10
School Council. ....	12
Committee and Clubs of Mount Everett .....	12
Fund Raising .....	13
Dance Guidelines and Planning .....	13
Athletics - Other Co-Curricular .....	14
Chemical Health (MIAA) .....	14
Library .....	15
Guidance Services .....	15
Office of Student Services .....	15
Nurse's Office .....	15
Medication .....	16
Lost and Found .....	16

#### IV. CODE OF CONDUCT

Discipline Preface . . . . .	17
Authority of the Teacher . . . . .	17
Due Process . . . . .	17
General Guidelines . . . . .	17
Appearance and Attire . . . . .	17
Class Cuts . . . . .	17
Law Violations . . . . .	18
Search and Seizure . . . . .	18
Standards and Procedures for Detention of Students . . . . .	19
Logical Consequences . . . . .	19
Standards and Procedures for Suspension of Students . . . . .	19
Standards and Procedures For Expulsion of Students . . . . .	26
Standards and Procedures for Suspension of Students with Special Needs and Students With 504 Accommodation Plans . . . . .	27

#### V. ADDITIONAL RULES AND REGULATIONS

Access to Building . . . . .	29
Accidents . . . . .	29
After School . . . . .	29
Animals . . . . .	29
Bicycles . . . . .	29
Bulletin Boards . . . . .	29
Bullying Prevention Program . . . . .	29
Computer Use Guidelines and Internet Consent and Waiver . . . . .	30
Evacuation and Lockdown Procedures . . . . .	32
Guidelines for School Bus Behavior . . . . .	33
Guidelines for School Bus Referrals . . . . .	33
Motor Vehicle Regulations . . . . .	34
Passes for Leaving School . . . . .	34
Out of Bounds . . . . .	34
Recreational Items, Electronic Devices and Back Packs . . . . .	34
Student Valuables . . . . .	35
Telephone/Cell Phones . . . . .	35
Universal Precautions . . . . .	35
Visitors . . . . .	36
Work Permits . . . . .	36
State and Federal Laws . . . . .	36
Notification Concerning Nondiscrimination of Coordinator(s). . . . .	37
Signature Page (Must be returned to school office). . . . .	38

MARKING PERIOD SCHEDULE  
GRADES 7-12  
2009 - 2010

<b>Progress Reports Due in Office</b>	<b>Marking Period Ends</b>	<b>Marks Due In Office</b>	<b>Report Cards Distributed</b>
<b>Semester 1 - 1<sup>st</sup> Quarter</b>			
Wednesday September 30 9:00 a.m.	Tuesday November 3	Thursday November 5 10:00 a.m.	Week of November 9
<b>Semester 1 - 2<sup>nd</sup> Quarter</b>			
Friday December 11 9:00 a.m.	Friday January 22	Wednesday January 27 10:00 a.m.	Week of February 1
<b>Semester 2 - 1<sup>st</sup> Quarter</b>			
Monday March 8 9:00 a.m.	Monday April 5	Wednesday April 7 10:00 a.m.	Week of April 12
<b>Semester 2 - 2<sup>nd</sup> Quarter</b>			
Tuesday May 18 9:00 a.m.	Tuesday * June 22	LAST DAY * 9:00 a.m.	Week of June 28 *

\* SUBJECT TO SNOW DAY USAGE

# **I. MISSION STATEMENT AND GENERAL INFORMATION**

## **A. MISSION STATEMENT**

To prepare our students for the challenges of global citizenship in a rapidly changing and increasingly competitive world, the Southern Berkshire Regional School District is committed to creating an environment for learning that advances intellectual growth, creative thinking, relationships, and ethical behavior.

## **B. EXPECTATIONS FOR STUDENT LEARNING**

### **Student Academic Expectations for Learning**

**Students will be able to demonstrate:**

1. Effective communication
2. Critical and creative thinking skills
3. Critical and effective uses of information resources
4. Appropriate and effective uses of technology

### **Student Social and Civic Expectations**

**Students will:**

1. Practice the skills necessary for physical, social, and emotional well being
  2. Show respect for self, others, and the environment
  3. Set goals and make informed decisions
  4. Accept responsibility for their actions
  5. Practice civic engagement
- recognize that high standards apply to all students
  - develop exhibitions of his/her work
  - be involved in decisions relating to his/her course work, school governance and policies
  - feel safe, both psychologically and physically

### C. GENERAL GUIDELINES

- Treat other people, including teachers, staff, and students, the way one wishes to be treated.
- Come to school each day with the purpose of personal improvement, as well as improvement of our entire school community.
- Be on time both for school and respective classes.
- Care for the property and belongings of the school, staff, and students.
- Be attentive to the safety and well being of your school community.

### D. WHERE DO I GO IF ...

- I arrive to school **late during A period** -----**Report to Main Office**
- I arrive at school **late after A period** ----- **Main Office**
- I don't feel well and the nurse isn't in ----- Main Office
- I left my lunch, books, etc. at home ----- Main Office
- My lock is stolen, lost, or broken ----- Main Office
- I wish to bring a visitor to school ----- Main Office
- I am expecting a message ----- Main Office
- There is an emergency or accident to report ----- Main Office
- I found a valuable item -----Main Office
- I am sent out of class for disciplinary reasons ----- Main Office
- I would like to discuss a personal problem -----Guidance Office
- I need an adjustment to my schedule ----- Guidance Office
- I want to check on my report card grades ----- Guidance Office
- I would like to sign up for work experience -----Guidance Office
- I need information about graduation requirements ----- Guidance Office
- I am looking for career education information -----Guidance Office
- I am looking for scholarship information -----Guidance Office
- I need PSAT, SAT, and test information ----- Guidance Office
- I am looking for a part time job ----- Guidance Office
- I want to use a room for an activity --- Events Coordinator's Office
- I need information about athletics -----Athletic Director
- I am treated unfairly ----- Dean of Students
- I want information about class funds -----Activities Account Director
- I want to know if the game is still on -----Main Office
- I would like more information on committees -----Main Office
- I have a conflict with another student -----Main Office
- I need information regarding issues of equality and discrimination ----- Equity Officer

### E. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information contact:

Family Policy Compliance Office  
 U. S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5920

## II. ACADEMICS

**A. ACADEMIC HONOR CODE** - All students are expected to adhere to standards which place their honesty, self respect, respect for others, and qualities of character above all else.

If a student is suspected of academic dishonesty (including plagiarism or cheating) the student will meet with an administrator and the teacher who reported the incident. If the evidence supports the suspicion, the student will receive a zero on the assignment, parents will be notified, and the action will be recorded. In cases of major academic dishonesty such as theft of a teacher's guide or answer key, the student will be removed from the course, will receive a failing grade, and the incident will be noted on the student's record.

Plagiarism/cheating is academic dishonesty and will not be tolerated. Student's should consult with one of their teachers for a more comprehensive discussion and guide as to how Mount Everett defines plagiarism/cheating if they have further questions on this topic.

**B. COURSE REGISTRATION** - A comprehensive *Program of Studies* booklet is distributed to students each spring. Students and parents then choose courses for the coming school year.

**C. COURSE LOAD** - All students are required to take 7 credits per year.

**D. HONORS COURSES** - Honors courses are typically more rigorous, requiring greater student effort toward discussions, assignments, and activities. Honors courses are for students who seek to challenge themselves academically. Students are expected to demonstrate personal motivation, responsibility, and accountability toward their educational advancement. Students interested in pursuing honors-level courses must seek instructor and parent permission. Continued enrollment within an honors course is contingent upon active and constructive participation, completion of assignments beyond minimal acceptability, academic leadership, and the maintenance of an average of at least 75 for the honors course.

**E. ADVANCED PLACEMENT** - Advanced placement courses carry a weight of 6 additional points and honors courses carry a weight of 3 additional points for purpose of rank in class, National Honor Society qualifications, and honor roll. However, the additional points are not reflected on report cards or transcripts. Further, the minimum passing mark is not affected by these points; thus the lowest passing mark for all courses is 70.

**F. INDEPENDENT STUDY** - An independent study course may be available to 11<sup>th</sup> and 12<sup>th</sup> grade students who have a grade point average of 85 or higher. The student/parent/guardian, principal, teacher, and guidance counselor will meet to assess:

- \* the appropriateness of the request
- \* the written plan of work to be accomplished by the student under the supervision of a cooperating faculty member
- \* the evaluation process

Independent study guidelines are available in the Guidance Office. This process must be completed prior to the start of the semester.

**G. STUDENT MAKE-UP WORK** - Make-up work will be the student's responsibility, and the amount of time allowed for make-up will be determined in a conference between the student and the teacher.

**H. EXTRA HELP** - A student may always seek extra help from his/her teachers. The student should arrange a conference with his/her teacher before or after school. Transportation is the student's responsibility.

A teacher will sometimes request a student to stay after-school if it is apparent that the student is having difficulty with his/her work. This request is not to be thought of as a punishment, but rather as a desire of the teacher to help the student make the progress of which he/she is capable. Students/parents should not hesitate to request extra help from teachers.

**I. MOUNT EVERETT AFTER SCHOOL PROGRAM** - The after school program is available to all students in grades 7-12. The program consists of an after school homework center, game room, computer lab, and other activities. Any student who is after school and not working with a teacher or participating in a school-related extra curricular activity (athletics, plays, clubs) will be required to be in the after school program. (This would include students waiting for a ride home.) The after school program is primarily staffed by certified teachers and other school personnel. Any student needing extra academic help can attend the homework center at any time to receive academic support. Students do not need to give prior notice before arriving at the homework center.

The 2009-2010 after school program schedule is:

From September 15 until November 19, the program will be open on Tuesdays and Thursdays from 2:45-5:00.

From November 30 until March 12, the program will be open Monday-Friday from 2:45-5:45.

From March 15 until June 22 (or the end of school), the program will be open Tuesdays and Thursdays from 2:45-5:00.

Students may be picked up at any time up until closing time. However, parents must pick students up promptly at the ending times.

**J. GRADING** - Grading is based on a numerical system from 0-100. A grade of 70 or higher is passing.

**K. HONOR ROLL REQUIREMENTS** - For high honors, students in grades 9-12 must earn grades of 90 or above or a "P" (pass) in all subjects. For honors, students must earn grades of 80 or above, or a "P" in all subjects.

**L. NATIONAL HONOR SOCIETY** - Students must have at least an 88 average to be admitted into the Auriga Chapter of the National Honor Society. They must have demonstrated leadership, character, and service. Tenth graders must have taken at least two honors courses, and eleventh and twelfth graders must have taken at least three advanced level courses in order to be eligible for membership. Advanced level courses include honors and AP courses, Languages IV and V, Trigonometry, Calculus, and the Science Research Topic course.

Students who are eligible for a Cum Laude Diploma in their senior year must have at least a GPA of 92 and have taken at least four advanced level courses. Leadership, character, and service are also required.

Once a member is inducted into the National Honor Society, he/she must complete 30 hours of community service yearly; ten hours may be completed in the summer. Those eligible for Cum Laude Diploma must complete 45 hours of community service; fifteen of those may be completed in the summer.

Losing one's qualifying academic average or failing to uphold qualifying standards prior to induction will cancel an invitation to join the National Honor Society. After admission, failure to uphold qualifying standards may cause suspension or immediate dismissal from the society. If a student's average drops below an 88, he or she will have one marking period to raise the grade to standard.

The National Honor Society will hold one fund-raiser annually. They will also participate as a group in a community service project.

Dues for membership will be \$10.00 yearly.

New members will be inducted into National Honor Society annually.

By-laws are available from the advisor.

Local and National by-laws govern the operation and regulation of the Chapter.

**M. CUM LAUDE DIPLOMA** - Mount Everett is proud to recognize high academic achievement and civic and community responsibility. To be eligible for a Cum Laude Diploma, "with praise" diploma, a student must have a GPA of 92 and have taken at least four advanced level classes. In addition, 45 hours of community service must be completed by May 14, 2010. 15 of these may have been completed during the previous summer. Cum Laude has all the same expectations of character, service and leadership as the National Honor Society general membership.

**N. PASS/FAIL** - Seniors who are in good standing may take one of their elective courses on a pass/fail basis rather than a regular grading schedule. A pass/fail request form must be submitted within the first two (2) weeks of class. See a guidance counselor to obtain a pass/fail request.

**O. WITHDRAW/FAIL PROCESS** - Any high school student opting to withdraw/fail from any course MAY NOT make up the course in summer school without permission of the principal. A withdraw/fail carries a G.P.A. penalty.

**P. TEXT BOOKS** - If a textbook is misused, a fee will be charged to repair the book. If a textbook is lost, it is to be paid for and another book will be issued.

**Q. PROMOTION POLICY** - A student's grade standing will be determined by whether or not it is possible for him/her to gain the necessary course credits to qualify for a diploma candidacy, given the requirements as established by the School Committee. The following minimum credits must be obtained for entrance to grades 10, 11, and 12 status at this time:

- Grade 10 - 6 credits
- Grade 11 - 12 credits
- Grade 12 - 18 credits
- Required to graduate - 24 credits

Students can receive a ½ credit if they successfully complete either the 1<sup>st</sup> or 2<sup>nd</sup> semester of a course.

**R. GRADUATION REQUIREMENTS** - Graduation requirements continue to be reviewed by staff, the school council, and the school committee. Students must earn 24 credits to graduate. The requirements in each discipline are:

- 4 credits in English
- 3 credits in social studies (must include U.S. History)
- 3 credits in mathematics which must be completed at the high school level
- 3 credits in science
- 1 credit in wellness
- 2 credits in any of the following areas: arts, technology or vocation education

The remaining credits may be earned through successful completion of any School Committee approved course or its equivalent. ("Equivalent" shall be defined as any approved state-sponsored extension program, college, or summer high school credit course approved by the principal.)

High School courses such as algebra, geometry, French, and Spanish successfully completed by students as part of their middle school course of study will receive high school academic credits.

The class of 2008 and 2009 must pass the English and math MCAS test. The class of 2010 must also pass the science MCAS.

**S. WITHDRAWAL/TRANSFER** - The procedure for withdrawal or transferring is as follows:

1. Obtain withdrawal or transfer form in guidance office
2. Have parent/guardian sign the form
3. Have the form filled out by teachers, return all school books and property, and make sure all fees are paid
4. Take completed form to the guidance office for final clearance

**T. LEAVE OF ABSENCE** - On certain occasions, a student's difficulties are so severe that it would be in his/her best interest to take a leave of absence from school as an alternative to dropping out or expulsion. The intent of this leave is to provide the student with a means of keeping in contact with school so that a return to school and eventual graduation is possible. The following criteria must be met to secure a leave of absence:

1. A recommendation for a leave of absence has been made by the Student Support Team.
2. The student is not eligible for or has refused services through the Office of Student

Services.

3. The Principal or designee has granted permission.
4. While on leave, the student maintains monthly contact with the school via a guidance counselor and/or designee.
5. The leave of absence is to exceed no more than one semester and to be reviewed at the end of the semester by the administration.

#### **U. ATTENDANCE POLICY -**

**PURPOSE** - The Mount Everett attendance policy is based on the:  
Southern Berkshire Regional School District belief that students need to be present to achieve success

- The Massachusetts Department of Education Time on Learning Regulation
- The No Child Left Behind/MCAS attendance criteria for meeting Adequate Yearly Progress of 92%.

**POLICY** - Students in grades 7-12 who exceed 14 unexcused absences in full year courses and 7 unexcused absences in semester courses will fail to earn credits/units in that course. Final grades will still be factored into a student's GPA and courses completed with a passing grade can still be considered as satisfying sequences included in graduation requirements. Three tardies will be considered an absence. Students who arrive 10 or more minutes tardy for class will be deemed absent. Teachers may also factor tardies and absences into a student's participation grade.

**EXCUSED** - Students who are absent as a result of attending to school business (co-curricular participation or college visits), religious observances, bereavement, or medical issues are excused. Appropriate documentation will need to be provided to the attendance office.

**APPEALS** - Extenuating circumstances may be appealed to a review board consisting of an administrator or designee, a school adjustment counselor, or a guidance counselor. The administration and the appeals committee may NOT approve vacations.

**NOTIFICATION** - Letters will be sent to parents/guardians when students reach 4 and 7 absences in semester courses and at 4-7-10-14 absences in full year courses.

### III. STUDENT LIFE

**A. STUDENT GOVERNMENT AND BLUE & GOLD - The Mount Everett Student Council** is a group of student leaders and faculty moderators whose focus is to work for the general welfare of the school by promoting student morale, spirit and cooperation between the student body, the faculty and administration.

In order to be a member of this council, a student must be in good academic and behavioral standing as defined in the Mount Everett School Constitution, and elected by the students through a democratic process. These students work throughout the year with faculty, staff and the student body in order to attain the goals stated in our Constitution. If a student neglects his or her outlined duties, impeachment of an officer may occur as a final resolution set forth by the Council.

**The Student Council consists of the following:**

**Student Council President (Sr.)**

**Senior Class President**

**Secretary (Sr.)**

**Treasurer (Sr.)**

**Senior Blue Team Captain**

**Senior Gold Team Captain**

Junior Blue Team Captain

Junior Gold Team Captain

Underclass Presidents, Vice Presidents, Secretaries, Treasurers, School Committee Representatives

Middle School President, Vice President, Secretary, Treasurer

#### **Student Council President**

1. calls to order and presides over Student Council meetings.
2. represents and reflects the views of the entire student body to the Administration and school.
3. upholds the Constitution.
4. oversees Council and ensures that the organization runs smoothly.
5. addresses the general student body once each semester.
6. addresses new students at Fall Orientation/Convocation.
7. sits on the Fairness/Disciplinary Committee with the Dean of Students.
8. sits on Peer Leadership Committee with School Adjustment Counselor.
9. meets with the Dean of Students once a week and the Principal of the school twice a month.
10. calls Executive Council meetings to order.
11. serves as Student Representative to the School Committee.
12. establishes agenda for meetings.

#### **Senior Class President**

1. strengthens the spirit and identity of the class.
2. plans and implements class sponsored events such as the senior trip.
3. holds class meetings once a month.
4. represents class in all meetings and at times where class needs a representative.
5. assists the Student Council President and stands in when President is not available.

**Secretary**

1. keeps contact information for all clubs.
2. maintains The Council records and amendments to the Constitution.
3. takes minutes at all Council meetings and makes them available to students online.
4. is in charge of overseeing that bulletin boards in school are up-to-date.
5. maintains the Student Council Web Page.
6. sits on Public Relations Committee and assists Public Relations Director in school-to-community publicity.

**Treasurer**

1. is in charge of updating the master fundraising calendar.
2. keeps track of senior class and student council monies.
3. reports updates at each council meetings.

**Senior Blue and Gold Team Captains**

1. instill team spirit.
2. act as a positive and spirited role model for student body.
3. present periodic updates to the School Committee.
4. plan and carry out special events.
  - Initiation of 7<sup>th</sup> graders
  - Fall Activities Competition
  - Bandana Fridays
  - Fundraising participation
  - End of the Year Field Day
5. announce Blue/Gold Awards at the end of the quarters.
6. meet with Student Council Advisor every two weeks or as necessary to accomplish goals.
7. publicize all events throughout the school and outside community when necessary.

**Senior School Committee Representatives**

1. collect minutes from Secretary
2. present official news from Student Council to the School Committee once per month.

*Job Description of Underclass Officers:***Class President**

1. strengthens the spirit and identity of the class.
2. plans and implements class sponsored events.
3. holds class meetings once a month.
4. represents class in all meetings and at times where class needs a representative.
5. assists the Student Council President.
6. responsible for attending school council meetings, this includes finding their own substitute if they are unable to attend.

**Vice President**

1. assists the Class President as necessary.
2. acts as Class President when Class President is unavailable.
3. responsible for attending School Committee meetings.

**Secretary**

1. keeps track of meeting minutes.
2. updates Class bulletin board.
3. oversees class information on the web page.

**Treasurer**

1. keeps track of all class earnings/monies.
2. assists Class President with financial planning for class.

**Junior Blue and Gold Team Captains**

1. coordinate students and their choices for activities (creating sign-up sheets, assigning student top choices and distributing the end results in a timely manner to home room teachers).
2. ensure all activities are supplied with necessary materials.
3. generate attendance sheets for activities.
4. generate home room lists for sign ups and assignments.
5. hand out and calculates Bandana Friday tally sheets.
6. ensure all events are publicized throughout the school and community when necessary.

**B. SCHOOL COUNCIL** - The School Council consists of students, parents, and staff. Two representatives will be designated from among the elected officers from each class. These officers are responsible to attend monthly meetings of the council. These students will help formulate and carry out the school council goals and also be involved in the be involved in the formulation of the school budget.

**C. COMMITTEE AND CLUBS OF MOUNT EVERETT** - Each member of the Student Council must choose a committee or club in which to be involved. The participant must then be asked to report any pertinent information to the Council at meetings. All members of the student body are encouraged to sign up and participate in one or more of these activities.

1. Fairness/Discipline Committee
  2. Gay/Straight Alliance Committee
  3. Public Relations Committee
  4. Yearbook Committee
  5. Newspaper
  6. SADD
  7. New Student Orientation/Adjustment Committee
  8. Prom Committee
  9. Fundraising Committee for administrative coordination
  10. Blue Pep Committee
  11. Gold Pep Committee
  12. Interact
  13. Peer Leadership
  14. Village to Village
  15. Photography Club \*
  16. Spanish/French Club \*
  17. Environmental Awareness Club \*
- \*new and pending faculty advisement

**D. FUND RAISING** - All fund raising projects must be approved by the administration. Tickets or goods of any kind, other than those associated with school-sponsored activities, are not to be sold on school property by students or outside organizations. The selling of candy is prohibited on school property or transportation.

It is the desire of the school committee that school groups (faculty and/or students) conduct fund raising activities only for specifically stated charitable or educational purposes with this exception: Classes may conduct fund raising events to finance school activities approved by and under the general supervision of the principal. Faculty groups and/or student groups, with advice from administration, may select their own fund raising activities.

#### **E. DANCE GUIDELINES AND PLANNING**

1. Student Activities Request Form must be completed and returned to Dean of Students two weeks before dance date.
2. Chaperones
  - A. At least four faculty members
  - B. One administrator or designee
  - C. Chaperones are to remain until the last student has left.
3. One police officer
4. It is the responsibility of the Dance Committee to ensure the following:
  - A. Janitors informed in writing about dance and facility requirements.
  - B. Finances are in order.
  - C. Set-up/decorations are done in advance and supervised by an advisor.
  - D. Lighting is sufficient.
  - E. Refreshments are provided.
  - F. Doors open at 7:30, dance is over at 10:45.
  - G. Clean-up is planned and implemented.
5. Tickets/Attendance
  - A. Tickets are to be sold by students with the approval of chaperones/class advisors
  - B. Tickets will be denied to anyone
    1. Suspected of alcohol or drug use or abuse.
    2. Who has caused difficulty at prior dances.
    3. With improper dress
6. Guest Passes are required for non-Mount Everett students.
  - A. One guest per student.
  - B. The student must be registered through the office of the Dean of Students.
  - C. Obtained Thursday or Friday before dance; no passes will be issued after school hours on Friday or at the door.
7. Revocation or rejection of guest passes
  - A. Administrators reserve the right to revoke or reject issuance.
  - B. If host is suspected of alcohol or drug abuse, he/she is not allowed a guest pass for the remainder of the school year.
  - C. If guest is suspected of alcohol or drug abuse, he/she will never again be admitted to a Mount Everett dance.
  - D. If host has been denied admittance to the dance, or decided not to attend the dance, the guest pass will be revoked.
8. The facility
  - A. All students must remain in the designated dance area(s).
  - B. Students who do not remain in this area may be asked to leave.

- C. Once a student leaves the dance he/she will not be allowed to return.
9. Any violations of the Code of Conduct by Mount Everett students and/or their guests will be addressed as outlined in the Code of Conduct.

**F. ATHLETICS - OTHER CO-CURRICULAR** - General rules and regulations which govern participation will be distributed and discussed at the start of each sport season or co-curricular activity.

Interscholastic Sports Eligibility (MIAA) - Students who fail more than two classes on the quarter report card preceding the contest are academically ineligible for athletic involvement. To be eligible for fall sports the student must have passed the equivalent of four major subjects during the previous year. Other co-curricular activities will adhere to these same standards.

#### **CHEMICAL HEALTH: (M.I.A.A. - Massachusetts Interscholastic Athletic Association)**

During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; 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 his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements. New MIAA rules stipulate that the chemical rule will now be enforced from the first fall practice until the last day of school regardless of whether the student athlete is in season during the school year.

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.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

The minimum PENALTIES are:

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 contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. 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 contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. 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 the second or subsequent violations the student of his/her 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. The director or a counselor of a chemical dependency treatment center must issue such certification. 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.

Penalties shall be cumulative each academic year. 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.

## **G. LIBRARY**

Books and other materials may be checked out in accordance with rules and regulations set up by the library staff.

1. The library is to be used for serious study and work.
2. Books and other materials may be checked out in accordance with rules and regulations set up by the library staff.
3. Directions of librarians and aides must be followed.
4. During the school day students are not to come to the library without permission.
5. Students with overdue books will not be allowed to check out other materials.
6. Books checked out by students are their personal responsibility until checked in by library personnel.
7. Food and drink are NOT ALLOWED in the library.
8. Use of the technology available in the library is encouraged but must be used under the supervision of the librarian.

**H. GUIDANCE SERVICES** - There are two guidance counselors available to assist students in grades 7-12. The guidance program includes comprehensive services in the areas of standardized and placement testing, post-graduate/high school educational and/or occupational information, course selection, personal counseling, and part-time and full-time job placement. There is a school adjustment counselor to provide personal counseling sessions. Often problems concerning school or one's personal life become overwhelming. In many situations, these problems can be ameliorated by competent guidance personnel. Students and parents are encouraged to contact the Guidance Office for more information on these services.

**I. OFFICE OF STUDENT SERVICES** - The ultimate goal of the Office of Student Services is to develop skills, attitudes, interests, and work habits of a student so that (s)he will be academically, socially, and vocationally competent. Students are enrolled in the least restrictive educational environment and if necessary are provided with support services to ensure success. Services designed to meet the individual needs of students are detailed in an Individualized Educational Plan.

**J. NURSE'S OFFICE** - Students who are ill must obtain permission from his/her teacher to go to the nurse's office. The nurse decides if the illness is serious enough to send the student home. Permission from the student's parent(s) and the administration must be given before the student may leave the school. If a student is not going to be sent home, he/she is not allowed to remain in the nurse's office longer than one period, unless parents cannot be reached. All medical records will only be kept for the required five years. After five years records will be destroyed.

**K. MEDICATION** - A student must notify the school nurse when a doctor has prescribed medication to be taken during school hours. The medication must be kept by the school nurse and taken under her supervision; however, under some circumstances such as field trips, and athletic contests, or specialized needs such as asthma, etc., a student may carry his/her own medication with permission from the nurse. The medication must be in a labeled prescription bottle accompanied by a permission note from parents allowing the nurse to give the medication. No over-the-counter medicine can be given without a permission note from a parent and written directions from the physician. Any student dispensing medication is in violation of the substance abuse policy.

**L. LOST AND FOUND** - Misplaced articles are to be turned into the main office. Items will be placed in the stairwell going up to the 7<sup>th</sup> and 8<sup>th</sup> grade wing. On the first of each month items will be turned over to charity.

## IV. CODE OF CONDUCT

**A. DISCIPLINE PREFACE** - Students have the right to be in school. With that right comes the responsibility to respect the rights of others and to become actively and productively involved in their own academic learning. For those students who do not fulfill that responsibility, appropriate adjustments will be made. Therefore, in establishing consequences for infractions of the rules, the frequency and number of offenses, as well as the amount of disruption caused, will determine the severity of the consequence.

For certain violations of our disciplinary code or serious instances of misconduct it may be necessary to use outside professional assistance either to resolve a problem or support a student's needs.

**B. AUTHORITY OF THE TEACHER** - Teachers are in positions of authority in their classrooms and in all other parts of Mount Everett Regional School. It is necessary that students comply with their directions and requests. Courtesy and respect are expected of students, and students may expect the same in return.

**C. DUE PROCESS** - The 14<sup>th</sup> Amendment to the United States Constitution states in part that any person shall not be deprived "of life, liberty, or property, without due process of law". The due process clause is a civil rights provision that forbids "the state" or the school from acting in any unfair or arbitrary way. In other words, due process means that students have a right to know what rules are said to have violated and that they have an opportunity to tell their side of the story before a decision regarding a violation of the code of conduct has been reached. If a student believes that he/she has been unfairly treated, that student may contact the president of the Student Council in order to have his/her case heard before the Fairness Committee. Decisions made by this body may be appealed to the Principal. Please see the Mount Everett Student Council Constitution for detailed information regarding this process.

### D. GENERAL GUIDELINES

1. **APPEARANCE AND ATTIRE** - Student dress and grooming should be the responsibility of the individual and his/her parents, should not disrupt the educational process or interfere with the rights of others.

Provocative dress such as and not limited to the following: exposed underwear (boys & girls), bare midriffs, halter tops, micro mini skirts, sports bras, and spaghetti strapped tee shirts will not be permitted. Gang related attire determined at the administration's discretion will not be worn in school. Attire advocating or advertising inappropriate products or behaviors i.e. alcohol, sex, drugs, or offending images or language cannot be worn in school.

Students who violate the dress code will be asked to change or be sent home.

2. **CLASS CUTS** - A cut is a documented, un-excused absence from class. Cuts will be handled as follows: Work will not be allowed to be made-up. An incident report, will be recorded, and a detention will be issued for each class cut. The teacher will make a call to the student's home. Continued class cuts will be referred to guidance and a meeting will take place involving the student, his/her parents or guardians and staff to resolve the issue.

3. **LAW VIOLATIONS** - Students deserve an expectation of safety in school at least equal to what they can expect in the community at large. Any violations of school rules which are also violations of the law will involve notification of the police.
4. **SEARCH AND SEIZURE** - In a search and seizure situation, the following procedures will be followed:
  - A. A search of a student's person will be limited to a situation where the administration has reasonable belief that the student is concealing evidence of an illegal act or school rule violation.
  - B. Dangerous items (such as firearms, weapons, etc.) and other items which can be used to disrupt the educational process will be taken from the student.
  - C. A general inspection of school properties including, but not limited to, lockers, desks, or motor vehicles may be conducted on a regular basis.

#### **E. STANDARDS AND PROCEDURES FOR DETENTION OF STUDENTS**

1. There are times when students and teachers are able to resolve a particular problem and no action will be necessary. Some of the acts for which teachers and administrators may place a student on detention are:
  - A. Behavioral Infractions
    1. Assault/Battery
    2. Bus Referral
    3. Cheating
    4. Damage to school
    5. Fighting
    6. Profanity/Inappropriate Language
    7. Rude/Discourteous
  - B. Attendance Violations (see attendance policy for details)
    1. Cutting a class
    2. Excessive tardiness to class (3 or more)
    3. Leaving class without permission
    4. Leaving school without permission
    5. Tardy to school
    6. Tardy to class
    7. Truancy
  - C. Handbook Violations/Other
    1. Computer violation
    2. Distribution of controlled substance
    3. Dress code violation
    4. Driving violation
    5. Failure to serve detention
    6. Bullying/Harassment
    7. Possession of contraband
    8. Sexual impropriety
    9. Theft
    10. General or chronic misbehavior
2. Detention will be held Tuesday and Thursday from 2:45 - 3:30 p.m. or during the lunch period.

3. Transportation for students who have after school detention will be the responsibility of the parent/guardian.
4. **LOGICAL CONSEQUENCES** - The administration reserves the right to interpret the detention procedure in light of reasonable intent considering the school's overall philosophy and policies, and what is proper and just in protecting the rights of each individual.

## F. STANDARDS AND PROCEDURES FOR SUSPENSION OF STUDENTS

1. The Principal, Dean of Students, or designee, may suspend a student for acts of a serious nature. Some acts for which suspension will be considered are as follows:
  - A. Open or persistent defiance of authority and/or school rules and regulations. This includes failure to report to the administrative office.
  - B. Continued contrariness and not complying with a teacher request.
  - \* C. Threatening, striking, and/or assaulting any school employee or student.
  - D. Threat of physical assault on another student or school employee.
  - E. Damaging or defacing the property of students, teachers, or the school district, including computer hardware/software.
  - F. Profanity, immorality or impropriety (word, materials, gesture, or deed).
  - G. Verbal harassment, bullying, intimidating, or provoking another student or staff member.  
Bullying is defined by Southern Berkshire Regional School District as aggressive behavior or intentional harm caused by a person or group upon a victim or victims. Please refer to the anti-bullying program for more detailed information regarding incidents of this type.
  - H. Theft or attempted theft.
    - I. Failure to abide by corrective measures, such as detention for previous acts of misconduct.
  - \* J. Possession of weapons and/or use of weapons or an instrument used as a weapon, paint ball guns and pellet guns.
  - K. Use, sale, or possession of tobacco and tobacco products. (Read more detailed policy below.)

The following administrative guidelines/definitions have been formulated to ensure consistency in administration and philosophy with policy JFCG in the district policy handbook.

a. The provision of Policy JFCG will apply uniformly to all people utilizing the District's buildings and grounds.

b. The sanctions for policy violations will be as follows:

1<sup>st</sup> offense - 1 day suspension from the school campus and a \$10.00 fine (\$20.00 fine if offense was inside a building)

2<sup>nd</sup> offense - 2 day suspension from the school campus and a \$25.00 fine (\$35.00 fine if offense was inside a school building)

3<sup>rd</sup> offense - 3 day suspension from the school campus and a \$50.00 fine (\$60.00 fine if offense was inside a school building)

4<sup>th</sup> and subsequent offenses - 4 day suspension from the school campus and a \$75.00 fine (\$85.00 fine if offense(s) was inside a school building)

All fines are due upon re-entry to the school property.

Adults who have not had ample opportunity to become familiar with the MA law and Southern Berkshire endorsement policy on the school campus ban on smoking will receive a warning for the first offense. Such people would enter the suspension/fine protocol beginning with the second offense.

Information about cessation programs will be included in all disciplinary discussions involving smoking offenses.

L. Use, sale, or possession of alcohol. (Read more detailed policy below.)

If, in light of reasonable suspicion\*, it becomes necessary to question a student with regard to the use, sale or possession of alcohol of the suspension code, the following process will be followed:

\*Reasonable suspicion - As quoted in New Jersey U. T. L. O. and U. S. v Cortez - Reasonable suspicion of wrongdoing is "common-sense conclusion about human behavior" upon which "practical people" - including government officials - are entitled to rely.

1. An administrator or designee will hold a conference/interview with the student regarding the issue.
2. The investigation will continue as needed, which may include interviewing other students and/or searching the student, his/her vehicle, or his/her locker with another adult present.
3. If necessary, the student will be given a GAZE NYSTAGMUS TEST (eye test) to determine eye response and its relationship to possible alcohol use. If the student refuses to cooperate with this test, a judgement will be made by the administrators without benefit of this information.
4. Once available information has been gathered, a collaborative conference will be held by at least two office administrators to decide course of action.
5. If, in the office administrators' judgement, the student is found to be in violation of item L, the following steps will take place:
  - Good faith effort will be made to notify parent/guardian or designated emergency adult. Student is to be immediately removed from school by one of these persons. If the school is unable to contact parent/guardian or designated emergency adult, or if said persons refuse to remove the student from school, the local police will be contacted and their usual procedures followed.
  - The student will be suspended from school for at least five days (number of days to be determined by administrator per discipline preface).
  - Administrator may mandate a meeting with student and parent(s)/guardian prior to or upon student's return to school.
  - If this student has been granted driving privileges on campus, said

privileges will be suspended for at least five days and possibly permanently (number of days to be determined by administrator per discipline preface).

- The student will be offered support services through the Guidance Department. Those services will be recommended for first offenders and required for repeat offenders. If the student refuses to participate in the required program of services, the issue will be referred to the superintendent for further action which may include, and not be limited to, expulsion proceedings and referral to the courts for "care and protection".
- The superintendent will be informed of all incidents involving item L of the suspension code.

**M. Use, sale, or possession of a controlled substance. (Read more detailed policy below.)**

1. Students found to be in possession of even small amounts of illegal, controlled substances/paraphernalia such as marijuana, cocaine, or L.S.D. on school grounds or at school sponsored events are in violation of the expulsion code cited in the Education Reform Act of 1993. Police are notified immediately in all cases which are violations of the law in addition to being a violation of the school behavior code.
2. Violation will involve immediate suspension of up to ten (10) days pending a hearing with the principal. Students/parents/guardians have the right to be represented by legal counsel and question any witnesses or evidence pertaining to the incident. The hearing is held in two (2) parts - 1) determination of guilt or innocence and 2) determination of consequences. There is a third component applicable to special education students to determine whether a handicapping condition contributes to the incident. Students/parents/guardians have the right to appeal the principal's decision to the superintendent and must make notification of such to the superintendent within ten (10) days.
3. Students ultimately found to be in violation of this policy will receive a minimum of a thirty (30) day external suspension from school. This suspension may be modified in three (3) ways. Students who perform community service to be completed off school grounds under the supervision of an approved adult sponsor/organization/agency will be able to reduce the suspension commensurate with the amount of time performing community service up to a maximum of five (5) days. Students may reduce the length of suspension an additional five (5) days by engaging in an approved long-term drug education counseling program that includes random urine testing. The superintendent may also modify the suspension period following appeal.
4. Exit and re-entry meetings will be organized by the administration to make transitions from and back to school as helpful as possible. Special education students will receive support services as per the student's I.E.P. Support will be provided for all students on long term

suspension; however, it is a responsibility shared by all parties. Costs for support services will not be the responsibility of the school unless specified in an I.E.P. Under special circumstances students may access resources on school premises after school hours and under the direct supervision of an adult as approved by the principal.

5. Sanctions imposed by the M.I.A.A. under its substance abuse policy will be in effect and run concurrently following school sanctions as per the M.I.A.A. policy. The same guidelines will be used for non-athletic co-curriculars.
  6. The administration is grateful to the students, staff, parents, and community members of the school council who helped formulate this policy. We hope it reflects the seriousness with which we all feel this subject deserves in maintaining a safe, orderly learning environment for everyone while at the same time conveying a sense of compassion for students and their families dealing with these difficulties.
  7. STUDENTS ARE FURTHER REMINDED THAT DRUG CONVICTIONS CARRY SERIOUS PENALTIES OUTSIDE OF SCHOOL.
  8. THE DRUG FREE SCHOOLS ACT CARRIES A MINIMUM MANDATORY 2-YEAR SENTENCE PLUS A FINE UP TO \$10,000 FOR CONVICTION OF SELLING DRUGS WITHIN 1000 FEET OF SCHOOL PROPERTY IN MASSACHUSETTS.
  9. USE OF FAKE I.D. TO PURCHASE LIQUOR WILL RESULT IN THE LOSS OF DRIVER'S LICENSE FOR SIX MONTHS TO A YEAR.
  10. CONVICTION OF A DRUG OFFENSE, INCLUDING POSSESSION OF EVEN A SMALL AMOUNT OF AN ILLEGAL DRUG, WILL RESULT IN THE LOSS OF DRIVER'S LICENSE FOR UP TO 5 YEARS IN ADDITION TO COURT ORDERED PENALTIES. IF YOUNGER THAN 18, THE ISSUANCE OF A DRIVER'S LICENSE MAY BE DELAYED UNTIL AGE 21.
- N.** Gambling of any form.
- O.** Leaving school without permission. (Students must sign out with office personnel before leaving campus).
- P.** Students being unaccounted for during evacuation or evacuation drills without reasonable explanation.
- Q.** Truancy from school.
- R.** Being deceitful, i.e. lying and/or forging information, and plagiarism.
- S.** Hazing (Read more detailed policy below.)

Chapter 269 of the General Laws is hereby amended by adding the

following three sections:

1. Section 17 - *Crime of Hazing; Definition; Penalty*. Whoever is principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or 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, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. *Added by St.1985, c536; amended by St. 1987, c.665.*

2. Section 18 - *Duty to Report Hazing*. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime, shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. *Added by St.1985, c.536; amended by St.1987, c.665.*

3. Section 19 - *Statutes to be Provided to Student Groups; Compliance Statement and Discipline Policy Required*. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition's 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 applications for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, 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 post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of high 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 communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

*Added by St.1985, c.536; amended by St.1987, c.665; St.1998, c.161, ss.557,558.*

#### T. Sexual impropriety

#### U. Sexual harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature, constitute sexual harassment when such conduct unreasonably interferes with a student's ability to complete academic or other school related activities or tasks or creates an intimidating, hostile, offensive or unsafe school environment. Some distinctions are as follows:

##### Flirting

- \*Feels "good"
- \*Reciprocal
- \*Feel Attractive
- \*Is a compliment
- \*In control
- \*Equality
- \*Positive touching
- \*Wanted
- \*Legal
- \*Open
- \*Flattering
- \*Happy
- \*Positive self-esteem

##### Harassment

- \*Feels "bad"
- \*One-sided
- \*Feel Unattractive
- \*Is degrading
- \*Feel powerless
- \*Power based
- \*Negative touching
- \*Unwanted
- \*Illegal
- \*Invading
- \*Demearing
- \*Sad/angry
- \*Negative self-esteem

It is the goal of the Southern Berkshire Regional School District to promote a school setting where all students who are served by our schools are treated with dignity and respect and are free of sexual harassment. Sexual harassment by students of other students, employees, or any other person, occurring in the schools or in other settings connected to their school programs, is unlawful and will not be tolerated in our School District. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will also not be tolerated, and the district has provided a procedure by which inappropriate conduct will be dealt with if encountered by students.

If anyone feels that he/she has been sexually harassed, it should be reported to guidance or administration immediately. A student may also report harassment to any staff member with whom he/she feels comfortable with the assurance that the issue will be handled confidentially. The Dean of Students will investigate and follow the standards and procedures as outlined in the code of conduct. Consequences for students who are found to be guilty of sexual harassment will be determined after a thorough investigation has been completed. Logical consequences may include but are not limited to detention, internal or external suspension, social suspension and/or other legal proceedings as deemed appropriate.

The Department of Education's Office for Civil Rights has responsibility to legally enforce sexual harassment legislation known as Title IX. Title IX prohibits sex-based discrimination in education programs and activities operated by schools that receive federal financial assistance. Therefore, school districts are responsible under Title IX to provide students with a nondiscriminatory education environment. When a school employee learns of possible sexual harassment of a student, the employee must report the incident to the administrative officer designated by the Superintendent of Schools for the reporting of such incidents. The administrative officer shall immediately investigate the incident and promptly report the incident and the results of the investigation to the superintendent. Appropriate steps will be taken to end the harassment, to eliminate the effects of the harassment, and to prevent the harassment from recurring.

Because the Southern Berkshire Regional School District takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment, and where it is demonstrated that such harassment occurred, the district will act promptly to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action where appropriate. Please note that while this policy sets forth our goals of promoting a school setting that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for school setting conduct which the district deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

- \* **V.** Felony complaint or conviction

\* Also, see Expulsion Standards & Procedures.

2. This procedure will be followed in cases of internal or external suspension:
  - A. Notify the student of the charge against him/her.
  - B. Hold conference with principal or designee and parties concerned.
  - C. Explain the evidence against him/her.
  - D. Give the student the opportunity to present his/her story and explain the situation.
  - E. Impose internal suspension, external suspension, removal from class or school.
  - F. Students placed on internal suspension will report to the Student Support Center. Time detained will be determined by the severity of the incident.
  - G. Notify student of right to appeal (see Fairness Committee) and offer possible consequences which could include the following:
    1. Notify parent by phone, letter, in person or phone message.
    2. Revoke extracurricular privileges for the day/days a student is suspended.
    3. Notify police when required by law and/or school committee policy.
    4. Parents may be requested to accompany student upon return to school.
3. A student whose behavior is disruptive at any extra curricular activity or event will not be able to attend such school events. Habitual violations or community restrictions will result in students having to leave campus at 2:45.
4. **LOGICAL CONSEQUENCES** - The administration reserves the right to interpret the suspension procedure in light of reasonable intent considering the school's overall philosophy and policies, and what is proper and just in protecting the rights of each individual.

## **G. STANDARDS AND PROCEDURES FOR EXPULSION OF STUDENTS**

As per Massachusetts General Laws Chapter 71 Section 37H and Chapter 71 Section 37H1/2:

1. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
2. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or a knife, may be subject to expulsion from the school or school district by the principal.
3. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in Chapter 94 Section C, including but not limited to, marijuana, cocaine, and/or heroin, may be subject to expulsion from the school or school district by the principal.
4. Any student who is convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency may be subject to

- expulsion from the school or school district by the principal.
5. Any student who has been expelled from this school district has the right to appeal to the superintendent. The expelled students shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

#### **H. STANDARDS AND PROCEDURES FOR SUSPENSION OF STUDENTS WITH SPECIAL NEEDS AND STUDENTS WITH 504 ACCOMMODATION PLANS.**

In *Honig v. Doe*, 559 IDELR 231 (EHLR 559:231) (U.S. 1988), the U. S. Supreme Court prohibited certain disciplinary actions that result in a change of placement for a student with a disability (one receiving special education and related services under the IDEA). Generally, a student with a disability cannot be suspended for more than 10 school days if his/her misconduct was caused by, or was related to, his/her disability. If the misconduct includes bringing a weapon or drugs to school, if the student has inflicted serious bodily injury on another person, or if he/she otherwise poses a danger to him/herself or others, then different rules governing removal from school will apply. In all events, suspension of more than 10 school days are subject to special rules and limitations when the student is disabled under either the IDEA or Section 504. Further, districts must continue to provide educational services for IDEA-eligible students with disabilities who have been suspended for more than 10 school days or expelled.

Outlined below are the procedural protections and disciplinary proceedings that pertain to these situations. Beyond the basic due process rights afforded to all students:

1. The Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Rehabilitation Act impose additional procedural requirements when excluding students with disabilities for disciplinary reasons.
2. Students with IEPs **or** 504 Plans **or** any student whom the District had reasons to know, prior to the incident giving rise to the disciplinary action, might be eligible for special education are entitled to the additional procedural protections.
3. A Manifest Determination **must** be conducted prior to any removal constituting a change of placement.
4. Where appropriate, a FBA (Functional Behavioral Assessment Plan) **must** be developed or a review of an existing Behavioral Intervention Plan **must** be conducted.
5. A Manifestation Determination **must** be held within 10 school days of any decision to impose discipline that would result in a **change of placement** to determine whether the conduct giving rise to discipline was a manifestation of the student's disability. A change of placement is defined as any disciplinary sanction that results in the loss of services for more than 10 cumulative school days in the school year, **or** disciplinary action that results in removal for more than 10 consecutive school days **or** a "pattern" of removal totaling more than 10 school days in a given school year.
6. Provision of services FAPE (Free Appropriate Public Education) **must** be provided as of the 11<sup>th</sup> cumulative day of removal.
7. A Functional Behavioral Assessment is required **only** after determining that the conduct was a manifestation of the student's disability. An FBA **may** be appropriate even if the conduct is found not to be a manifestation.

8. If the behavior is **not** a manifestation of the student's disability:
  - The principal **may** impose sanctions applicable to all students.
  - The principal **must** provide FAPE, as determined by IEP Team, for students on IEPs as of the 11<sup>th</sup> day of removal.
  - There is **no** obligation to provide FAPE for 504 students.
9. Stay Put Rights: A student remains in disciplinary placement pending expiration of the disciplinary sanction **or** until decision from a Hearing Officer.
10. If the behavior **is** a manifestation of the student's disability:
  - The student returns to school prior to the 11<sup>th</sup> day, **unless** the conduct meets the criteria for a unilateral removal **or** the school district obtains parental consent **or** a Hearing Officer's order, **or** a temporary restraining order (TRO).
11. Interim Alternative Educational Settings (IAES):
  - Generally a student with a disability **may** be placed in an IAES **only** upon the recommendation of the Team **and** the consent of the parent/guardian, **or** the student if he/she is 18+.
  - Under certain specific circumstances, a student **may** be unilaterally placed in an IAES by his/her Team.
12. A student **can** be unilaterally removed, regardless of manifestation determination, to an IAES for up to 45 school days for:
  - Possession of a dangerous weapon on school premises or at a school-sponsored or school-related event.
  - Possession or use of illegal drugs on school premises or at a school-sponsored or school-related event.
  - Solicitation of a controlled substance on school premises or at a school-sponsored or school-related event.
  - Causing serious bodily injury.
13. The 45 day IAES **must**:
  - Enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the IEP.
  - Provide services and modifications designed to address the behavior that gave rise to the removal and to prevent the behavior from recurring.
  - **End** at the conclusion of the 45 school day period **and** the student shall be returned to his/her previous placement **unless** the parent/guardian/student consents to an extension of the IAES **or** an Order is obtained authorizing the student's continued removal.

The district will comply with all state and federal statutes regarding the discipline of students with special needs. For more detailed information regarding these laws and regulations see the Individuals with Disabilities Education Improvement Act of 2004. (IDEIA) (PL: 108-446), Section 615, and Section 504 of the Rehabilitation Act of 1973.

## V. ADDITIONAL RULES AND REGULATIONS

**A. ACCESS TO BUILDING** - All visitors must use the main entrance to the school. All entrances will remain locked during school hours. In order to gain access to the building the visitor must ring the doorbell, identify themselves and wait to be admitted.

All visitors are asked to sign in and to sign out at the main office.

All visitors are asked to wear a "Visitors Badge".

Students must not prop open locked doors nor open any exterior door allowing an individual entry to the building.

**B. ACCIDENTS** - 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 school nurse.

**C. AFTER SCHOOL** - Students may stay after school if they are involved in a school-sponsored activity and are supervised by a staff member at all times. Students who desire to remain on campus for other co-curricular activities as spectators or members of an audience are expected to conduct themselves in compliance with school rules. Transportation home must be provided by parents in a timely manner.

**D. ANIMALS** - No animals are to be brought to school. This rule includes those animals belonging to spectators at after school events. This is for the health and safety of the students and staff, as well as for the safety of the pet. Exceptions to this rule would include accommodating the need for a seeing eye dog or for educational purposes approved in advance by the teacher.

**E. BICYCLES** - Racks are provided for parking bicycles near the main entrance. The school is not responsible for damage or theft of bicycles or parts. Bicycles are to be parked upon arrival at school and are not to be used until the end of the school day. Students should provide locks to secure the safety of the bicycle. Students may lose bicycle privileges if he/she rides in an unsafe manner or during the school day.

**F. BULLETIN BOARDS** - Any material placed on bulletin boards must first be approved by an administrator. It should be removed after a reasonable length of time. Items such as posters shall not be placed on the walls.

### **G. SBRSD ANTI-BULLYING PROGRAM -**

Southern Berkshire Regional School District strives to create an emotionally and physically safe environment of courtesy, respect, and tolerance for all.

**Bullying** is defined by SBRSD as aggressive behavior or intentional harm done by a person or group upon a victim or victims that results in creating an unsafe emotional and physical environment for all.

**Examples of bullying include but are not limited to:**

- \* Hurting someone physically by hitting, kicking, tripping, pushing, and so on
- \* Stealing or damaging another person's things
- \* Ganging up on someone
- \* Teasing someone in a hurtful way
- \* Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- \* Touching or showing private body parts
- \* Spreading rumors about someone
- \* Leaving someone out on purpose or trying to get other kids to exclude someone
- \* Using the internet to engage in hurtful behavior

**Staff at our school will do the following things to prevent bullying and help students feel safe in all areas of our school:**

- \* Closely supervise students in all areas of the school campus
- \* Watch for signs of bullying and stop it when it happens
- \* Teach and model respectful behaviors
- \* Respond quickly and sensitively to incidents and reports of bullying (use SBRSD Response to Bullying sheet as a guide)
- \* Take seriously parents' concerns about bullying
- \* Look into all reported bullying incidents
- \* Assign consequences for bullying based on the school discipline code
- \* Provide immediate consequences for retaliation against students who report bullying
- \* Request administrative assistance if necessary

**Students at our school will do the following thing to prevent bullying:**

- \* Treat each other respectfully
- \* Refuse to bully others
- \* Refuse to let others be bullied
- \* Refuse to watch, laugh, or join in when someone is being bullied
- \* Try to include everyone, especially those who are often left out
- \* Report bullying to an adult

**H. COMPUTER USE GUIDELINES AND ACCEPTABLE USE POLICY** - In order to ensure proper use of computer equipment and security of the computer network, regulations have been established for student use of the computer network. The basic premise of the regulations is that students are to log in under their own names and passwords. When they have done so, they can log out appropriately. Any other use or activity on the computer is strictly prohibited. Listed below are the conditions of the contract and statements of consequences for breach of contract.

By signing the tear out in the back of this Handbook, I agree to the following terms:

Students under computer contract agree to:

- request use of the computer from the monitoring teacher.
- use only the applications available through the school's computers.
- use the computers and printers for constructive purposes.
- send documents for printing once only.
- work within applications only.
- use the student's own password for all computer work; further, he/she will not give others his/her password for others to use.
- use a login name other than one's own ONLY under the direct supervision and permission of the monitoring teacher.
- use games applications only with the permission of the monitoring teacher. Usually games will be limited to before or after school.
- scan all diskettes for viruses before use.
- save all work to the H drive not the desk top.
- not download any software/applications.
- not install any software/applications.
- exit applications properly and then log out.
- clean up the area, set the computer as it was, and push chair in.
- inform teachers of any broken computer equipment.
- only use email provided by the SBRSD. (Use of email other than SBRSD email is a violation of this computer use contract)

Consequences for violations of the computer contract:

1<sup>st</sup> offense: Conference held with student, incident report sent to parent, loss of computer network use for two weeks. (Required computer class work would be done by monitoring teacher access and direct supervision.)

2<sup>nd</sup> offense: Conference held with student, incident report sent to parent, one day suspension, and loss of computer network use for up to six weeks or the rest of the semester. (Required computer class work would be done by monitoring teacher access and direct supervision.)

3<sup>rd</sup> and further offenses: Conference held with student, incident report sent to parent, one day suspension, and loss of computer network for possibly the rest of the year or indefinitely depending on circumstances. (Required computer class work would be done by monitoring teacher access and direct supervision.)

In some circumstances, a student's first offense may be so serious (such as deleting files, entering improper network areas, or making inappropriate adjustments to the system) that he/she may face the consequences usually reserved for a second offense. Cost incurred as a result of inappropriate use of the network will be the responsibility of the student. The administration will receive guidance from the district computer team in regard to the specifics of computer infractions.

The **Southern Berkshire Regional School District** believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. To that end, the **Southern Berkshire Regional School District** supports and respects each family's right to decide whether or not to apply to the District's Internet access.

The student and his/her parent(s) must understand that student access to the **Southern Berkshire Regional School District's Internet** access supports the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the **Southern Berkshire Regional School District** assumes no responsibilities for the following:

1. The content of any advice or information received by a student from a source outside the District, or any cost or changes incurred as a result of seeing or accepting such advice.
2. Any costs, liability or damage caused by the way the student chooses to use his/her District network access.
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the **Southern Berkshire Regional School District**.
4. While the **Southern Berkshire Regional School District** supports the privacy of electronic mail, students must assume that this privacy cannot be guaranteed.
5. Email accounts other than those provided by the **SBRSD**, **(if you use an email account other than one provided by the SBRSD you will be in violation of this contract.)**

By signing the tear out in the back of this **Handbook**, I agree to the following terms:

1. My use of the **Southern Berkshire Regional School District's** computer network must be consistent with the District's primary goals.
2. I will not use the **Southern Berkshire Regional School District's** computer network for illegal purposes of any kind.
3. I will not use the **Southern Berkshire Regional School District's** computer network to transmit threatening, obscene, or harassing materials. The District will not be held responsible if I participate in such activities.
4. I will not use the **Southern Berkshire Regional School District's** computer network to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized or surreptitious entry to any of the machines accessible via the network.
5. It is assumed that information and resources accessible via the **Southern Berkshire Regional School District's** network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Therefore, I will not use the **Southern Berkshire Regional School District's** network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

**I. EVACUATION AND LOCKDOWN PROCEDURES** - Evacuation and lockdown drills will be unannounced. Teachers are asked to discuss evacuation and lockdown drill procedures thoroughly with each one of their classes. The following general rules should be followed:

1. Talking should be kept to a minimum during the evacuation drill.
2. The fire horn will continue to sound until the building is entirely evacuated.
3. All personnel must evacuate the building once the fire horn is sounded.
4. All windows and doors must be closed and the lights turned off. The last person to leave a room must make sure that this has been done.

5. Move quickly (without running) in single file to the exit.
6. Once out of the building, all students will proceed to the long driveway outside the community entrance and line up by grade order, with the 7<sup>th</sup> grade closest to the road. **Student attendance will be taken at these areas by grade level. Any student unaccounted for will face disciplinary action.**
7. Students will return to their classes when the tone sounds.
8. Every teacher is responsible for the enforcement of the above rules and for assisting in the rapid and orderly evacuation of the building.
9. Teachers will assign a student to hold the exit door open upon leaving and entering the building.
10. Lockdown procedures will be reviewed by classroom teachers during the first week of school.

**J. GUIDELINES FOR SCHOOL BUS BEHAVIOR** - Parents: Please review these bus guidelines with your children. The bus is an extension of the school day. Therefore, all school rules apply. Students using District transportation are required to:

1. Be on time for the bus.
2. Stay off the road while waiting for the bus.
3. Board the bus in an orderly manner.
4. Be seated promptly and remain seated at all times, (three people are allowed in one seat).
5. Take, without arguing, a specific seat if assigned by the bus driver.
6. Keep head, arms, and hands inside the bus.
7. Observe the School Committee policy that smoking on buses is forbidden at all times.
8. Take extreme caution in stepping beyond the bus to cross the street (do not take for granted that cars will stop for a halted bus).
9. Obey all rules established by the bus driver.
10. Take their assigned bus to and from school (only in extenuating circumstances, with a note or phone call from a parent will a student be allowed to ride on a different bus.)

**K. GUIDELINES FOR SCHOOL BUS REFERRALS** - First referral - (usually preceded by verbal warning by driver) school administrator to meet with student, discuss problem, and send "official" warning to parents.

Second referral - school administrator to meet with student and suspend student's bus privilege for one or more days (depending on severity) and parent is contacted.

Third referral - school administrator to meet with student and suspend student's bus privilege for at least 3 days. Parents contacted, possible parent conference.

In the case of major infractions, students will have their bus privileges suspended on the first referral.

#### **L. MOTOR VEHICLES REGULATIONS**

1. All vehicles must be registered at the main office and must display the parking permit appropriately.
2. Unregistered vehicles may be towed away at the operator's expense. Only registered student drivers will be allowed to leave the campus in their private vehicles during emergency evacuations. Registered student drivers may not leave until they are officially dismissed and signed out by Crisis Team members during an evacuation.
3. The speed limit on campus is 15 miles per hour.
4. Vehicles are not to be entered during school hours without permission from an administrator or teacher.
5. Pedestrians and school buses have the right of way.
6. Vehicles are to be operated on the roadways only.
7. Student vehicles may leave the campus at the end of the school day prior to the departure of school buses; however, no vehicle may leave once the buses have begun to move, nor until all of the buses have cleared the yard.
8. Students may park in any designated parking area. The areas along the roads are not considered parking areas. The designated parking areas are posted in the Main Office.
9. Students may not transport other students off campus in a vehicle without permission from both students' parents and office verification of this permission. This procedure includes transporting students off campus prior to the start of the school day.
10. Any accident or damage that occurs on campus will be reported to the police.
11. Students are expected to arrive to school on time. Excessive tardies will result in a suspension of driving privileges. (General disruption of student activities/student life will also result in a suspension of driving privileges.)

**M. PASSES FOR LEAVING SCHOOL** - Students are not permitted to leave the school grounds at any time during the school day without signing out at the main office with a parent note providing a valid and excusable reason. Banking or any other activity that can take place during non-school hours is not considered valid. Leaving school grounds for lunch will not be permitted.

**N. OUT OF BOUNDS** - Mount Everett students and staff are encouraged to use the wonderful facility and grounds available to us. Certain areas however, may be restricted during the school day to allow for proper supervision and minimize class disruptions. These areas may change during the course of the year based upon staffing considerations and weather. Students may not go to the parking lot, on athletic fields, tennis courts, pavilion, and behind the theater without supervision. Students may not leave campus without permission from administration during the regular school day. **ACADEMIC AREAS ARE OUT OF BOUNDS DURING LUNCH.**

**O. RECREATIONAL ITEMS, ELECTRONIC DEVICES and BACK PACKS** - Recreational vehicles are not permitted at any time.

Skateboards, roller blades, and scooters are NOT permitted on the Mount Everett campus at ANYTIME.

Hacky Sac is NOT permitted inside the school building.

Electronic devices such as tape recorders, cassette players, discmans/walkmans, MP3 players, cameras, IPODS, pagers, telephones or radios of any kind are NOT to be used in the school

building at anytime. Teachers may use their discretion for use in their own classroom during specific activities. The school is **NOT** responsible for lost or stolen items.

Squirt guns, toy guns, other toy weapons or items such as electronic or handheld games/devices are not permitted on campus at anytime.

Back packs may **NOT** be left in hallways unattended.

**P. STUDENT VALUABLES** - Students are cautioned not to bring large amounts of money or other valuables 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. If it is necessary to bring a large sum of money to school, do not leave it in a locker. Leave the money in the main office for safekeeping. For the protection of your belongings, it is recommended that a lock be placed on your hall locker and P.E. locker.

**Q. TELEPHONE** - The fax phone in the Main Office is **NOT** for student use.

Messages will only be delivered to students during their lunch period. Messages will **NOT** be delivered during class time.

Cell phones may be used after school outside the building. They are **NOT** to be on or used in the school building at any time.

**R. UNIVERSAL PRECAUTIONS** - Universal precautions refer to the usual and ordinary steps all students and school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (such as the Hepatitis B virus).

They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV-infected.

They are precautions because they require foresight and planning and should be integrated into existing safety guidelines.

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available to staff members who are responsible for the clean-up of body fluids.

1. Treat human blood spills with caution.
2. Clean up blood spills promptly.
3. Inspect the intactness of skin on all exposed body parts, especially the hands. Cover any and all open cuts or broken skin, or ask another staff member to do clean-up. Latex gloves contribute an added measure of protection, but are not essential if skin is intact.
4. Clean up blood spills with a solution of one part household bleach to ten parts water, pouring the solution around the periphery of the spill. Disinfect mops, buckets and other cleaning equipment with fresh bleach solution.
5. Always wash hands after any contact with body fluids. This should be done immediately in order to avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up.) Soap and water will kill HIV.
6. Clean up other body fluid spills (urine, vomit, feces), unless grossly blood contaminated, in the usual manner. They do not pose a significant risk of HIV infection.

**S. VISITORS** - Parents are encouraged to visit the school and should contact the school to arrange details.

Prospective students desiring to visit our campus should contact the Guidance Office. Alumni and other members of the community seeking to visit the school should contact the Dean of Students one day prior to visiting.

**T. WORK PERMITS** - A person under 18 years of age must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work minors may do, the hours, and conditions of work. Applications and all necessary information may be obtained in the guidance office up to a week after school closes in June.

**U. STATE AND FEDERAL LAWS** - Massachusetts public high school students are protected by a number of state and federal laws and regulations and constitutional provisions. The most important student rights are listed in this handbook. If a student needs more detail or information relative to any of these provisions he/she should speak with a student leader or faculty member.

1. Massachusetts General Law	Chapter	15	Section 1E
2. Massachusetts General Law	Chapter	51	Section 42C
3. Massachusetts General Law	Chapter	71	Section 1
4. Massachusetts General Law	Chapter	71	Section 13
5. Massachusetts General Law	Chapter	71	Section 34D
6. Massachusetts General Law	Chapter	71	Section 37G
7. Massachusetts General Law	Chapter	71	Section 37H
8. Massachusetts General Law	Chapter	71	Section 37H.5
9. Massachusetts General Law	Chapter	71	Section 38M
10. Massachusetts General Law	Chapter	71	Sections 82-86
11. Massachusetts General Law	Chapter	71B	Section 3
12. Massachusetts General Law	Chapter	76	Section 5
13. Massachusetts General Law	Chapter	76	Sections 16-18
14. Massachusetts General Law	Chapter	151B	Section 3A
15. Massachusetts General Law	Chapter	269	Sections 17-19

16. First Amendment to the U. S. Constitution

17. Fourteenth Amendment to the U. S. Constitution

18. The Americans with Disabilities Act (ADA) of 1990

19. Individuals with Disabilities Education Improvement Act (IDEIA) of 2004.

20. No Child Left Behind Act (NCLB) of 2001.

21. Section 504 of the Rehabilitation Act of 1973.

22. Title VI of the Civil Rights Act of 1964.

23. Title IX of the Education Amendments of 1972.

24. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Section 1232G; 34 CFR Part 99)

**V. NOTIFICATION CONCERNING NONDISCRIMINATION** - In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act (ADA) of 1990, the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004, and Massachusetts General Laws, Chapter 76, Section 5, no person in the district shall, on the grounds of race, color, age, creed, national origin, disability, sex, religion, limited English proficiency, housing status, actual or potential marital status or parental status, or sexual orientation, be denied the benefits of, or be subject to discrimination under any program or activity offered in the Southern Berkshire Regional School District.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Kathleen VanOrman, Equity Officer  
Southern Berkshire Regional School District  
P.O. Box 219  
Sheffield, MA 01257  
Tel: (413) 229-8734

Inquiries concerning the application of nondiscrimination policies may also be referred to the:

Office for Civil Rights  
U.S. Department of Education  
P.O. C. H., Room 222  
Boston, MA 02109-4557

**SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT WEB PAGES AND DISTRICT PUBLICATION**

Faculty and students may have the opportunity to create or contribute to SBRSD related publications, which may contain student photographs and names. My child's picture/name may appear in any school related publications. YES \_\_\_\_\_ NO \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

\*\*\*\*\*

**PLEASE SIGN AT THE BOTTOM OF THIS PAGE INDICATING YOU HAVE READ AND DISCUSSED THE 2009 - 2010 MOUNT EVERETT STUDENT HANDBOOK. PLEASE RETURN TO YOUR HOMEROOM TEACHER.**

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**GRADE** \_\_\_\_\_ **HOMEROOM** \_\_\_\_\_

**FAILURE TO RETURN THIS FORM TO YOUR HOMEROOM TEACHER BY SEPTEMBER 9, 2009 MAY RESULT IN DISCIPLINARY ACTION.**