

# Somerset Berkley Regional High School

## Student & Parent/Guardian Handbook

2022-2023



**Dr. Susan Brelsford**

PRINCIPAL

**Mrs. Kim M. DoCouto**

Assistant Principal

**Mrs. Erica Pereira**

Assistant Principal

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This handbook and any accompanying documents can be translated in Portuguese and/or Spanish. Please contact the high school administration.  
Este manual e quaisquer documentos de acompanhamento podem ser traduzidos em português ou espanhol. Entre em contato com a administração do colégio.  
Este manual y los documentos adjuntos se pueden traducir en portugués o español. Póngase en contacto con la administración de la escuela secundaria.

## **SCHOOL COMMITTEE**

Chairperson –Jenifer Andrews  
Vice Chairperson –Richard Fenstermaker  
Kim Ferreira, Julie Ramos-Gagliardi,  
Victor Machado Jr., Kelly O’Brien, Jilleen Solomon

## **CENTRAL OFFICE**

Superintendent – Jeffrey Schoonover  
Business Manager – Ronald Tarro  
Director of Curriculum – Elizabeth Haskell  
Director of Special Education – Megan Ashton  
Director of Technology – Stephen Levesque  
Director of Human Resources - Jessie-Ann Welch

## **ADMINISTRATION**

Principal – Dr. Susan M. Brelsford  
Assistant Principal (grades 9 & 11) – Kim M. DoCouto  
Assistant Principal (grades 10 & 12) – Erica Pereira

## **CONTENT COORDINATORS**

Athletic Director and Wellness Coordinator – Joseph Francis  
Art, Technology & Design- Jennifer Ashley  
English Language Arts/Reading – Dr. Edward Doucette  
Mathematics – Andrew Laurence  
Music- Jeremy Young  
Science – Matthew Talbot  
Social Studies– Alice Ferris  
Special Education – Zita Simas  
World Languages – David Gleason

## **GUIDANCE DEPARTMENT**

Director of SEL and Student Growth – Elizabeth Coogan  
Adjustment Counselors – Ann Nassiff and Tracy Branco Medeiros  
Counselors: Tanya McCarthy, Lauren Meader, Alexandra Proulx  
School Psychologist – Melanie Phruksachart

## **TECHNICAL MANAGER & SYSTEM ADMINISTRATOR**

Marc Couture

## **SCHOOL RESOURCE OFFICER**

James Vicente-Roberts

## **PURPOSE**

This student & parent/guardian handbook is intended to provide you and your parents/guardians with information about your school's opportunities and rules so that you can make appropriate decisions. For the purpose of this handbook, the definition of principal will stand for the sitting principal and/or designees. If you have additional questions, please feel free to ask your teachers, counselors, or school administrators.

**For returning students, please be sure to read the revised or new policies listed below:**

Cell Phones  
Self Dismissals  
Loyalty to the High School Team  
Vacations  
Parking Policies

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## **VISION OF THE GRADUATE**

The Somerset Berkley Regional High School Vision of the Graduate is a culmination of skills and attributes that each individual RAIDER will possess upon graduation.

### **Somerset Berkley Regional School District Raiders are:**

**Resilient** - *Students will use healthy coping skills to persevere through challenges, adapt to changes, and manage time effectively.*

**Academic** - *Students will be critical thinkers and problem solvers displaying academic, financial and technological literacy.*

**Independent** - *Students will be confident, motivated, and will self-advocate.*

**Digital Citizens** - *Students will be technologically proficient and display ethical digital awareness.*

**Empathetic** - *Students will display empathy, kindness, and inclusiveness.*

**Respectful** - *Students will be effective communicators who demonstrate global and cultural awareness.*

## **CHAIN OF COMMAND**

If you have a concern with your student, always start the solution with the staff member involved in the circumstance. We ask you to follow the chain of command below:

- Teacher/Guidance Counselor/Nurse
- Content Coordinator
- Assistant Principal
- Principal
- Central Office

## **SCHOOL SAFETY, SECURITY, AND HEALTH POLICIES**

In order to ensure security at the high school, exterior doors will remain locked during the school day. Cameras are on and monitored by the School Resource Officer (SRO) and/or other staff members. In addition, the following procedures will be adhered to:

- Visitors to the building are required to register at the Attendance Office with a driver's license, military ID or state ID and are subject to a background check prior to being issued a visitor's pass. Visitors must check out with the Attendance Office and return the visitor's pass when leaving the building.
- Students are prohibited from allowing outsiders access to the school building. Any student allowing outsiders access to the building will be disciplined.
- Staff and students are expected to immediately notify the administration if any breaches of security are observed.

The SRO has access to school cameras and the student management system. The administration carries radios with them throughout the school day. Calls can be directly conveyed to the police department via cell phones. Students are encouraged to immediately notify a teacher if they observe any breach of school security.

Because the school cannot be expected to provide educational services and instruction to individuals not properly enrolled and attending SBRHS, student visitors to the school are not generally allowed. Exceptions to this rule are given on an individual basis by the principal. Permission to host a student visitor must be granted by the principal the day before the planned visitation is to occur. Adult visitors/observers must also obtain permission prior to a planned visit. Permission for visitors under the state's Observation Law (G.L. c. 71B, s. 3) can be obtained through a request to the principal. A visitor's pass will be issued at the attendance office. Individuals not adhering to this policy will be removed from the building and/or prosecuted for trespassing as covered by law under Chapter 266, Section 120.

## **SCHOOL OPENING DELAYS AND CLOSURES AND EARLY RELEASE FROM SCHOOL**

In the event of inclement weather, the Superintendent may cancel school, delay the opening of school or call for an early release from school if conditions threaten the health or safety of students and staff. Announcements will be made through the One Call Now notification system, and on local radio and television stations. When the opening of schools is delayed, schools will dismiss at their normal times. Delayed openings may range from one hour to two hours. If an early release is required, a One Call Now message will be sent, as well as notifications to local television and social media. In the event of inclement weather, forcing schools to close at any time, a no-school announcement will be made on major television stations in the Boston and Providence markets and our One Call Now telephone system.

## **STUDENT IDENTIFICATION BADGE POLICY**

The purpose of this policy is to ensure safety and security on the Somerset Berkley campus for the approximately 1500 persons who are on the campus each day.

Student Identification Cards will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. EVERY student **must always wear their ID cards** while on school grounds once ID's are provided. Students are also required to carry their I.D. cards at "student only" activities which include, but are not limited to, school dances, school sporting events, school sponsored trips, etc.

The SBRHS faculty and staff try very hard to be familiar with all our students. However, it is a challenge for every staff member to know each of our students. Therefore, it is crucial we can identify everyone on campus quickly. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff.

ID cards help us in identifying students as well as trespassers. The School Leadership Team has adopted the Student Identification Card Policy. Following is the procedure all teachers and administrators will use to encourage our students who need assistance in complying with the policy.

- All students must wear their current year ID cards in order to:
  - Be in class
  - Move between classes and to the restroom
  - Borrow library books
  - Participate in campus life activities (assemblies, prom, etc.)
  - Be on campus before or after school
- The ID Card must be worn on a breakaway lanyard hanging from their neck in a way that is visible to faculty and staff.
  - School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
  - If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
  - The ID Card must be presented to any school staff member or person of authority when the student is requested.
  - The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
  - Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the main office.
  - Cost for replacement is \$5.00 for a new ID Card.
  - Replacement lanyards will be available for \$1.
  - Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.
- Refusing to provide access to your ID to an adult on campus is considered insubordination and may result in further disciplinary action/consequences.

## FIRE/EVACUATION DRILLS & SCHOOL MAPS

Fire/evacuation drills at regular intervals are required by law and are an important safety precaution. When the first signal is given, it is essential that everyone obeys orders promptly and clears the building by the prescribed route as quickly and orderly as possible. The teachers in each classroom will give exact directions.



## Lockdown

LOCKDOWN is initiated to isolate students and school staff from danger when there is a dangerous threat inside, or in the general or immediate vicinity of the school building. A lockdown is initiated when movement within the school might put the safety of students and staff in jeopardy. LOCKDOWN is used to prevent intruders from entering occupied areas of the building and is designed to place barriers between the building occupants and assailants. The concept of LOCKDOWN is no one in, no one out, and should prevent individuals from entering or exiting the building and keeps all students hidden inside classrooms. All exterior doors and windows, as well as classroom and office doors should be closed and locked during a lockdown. Students and staff should remain in their classrooms or designated locations throughout the lockdown if no further details or information is given and it is not safe to evacuate the building. Teachers and other school staff are responsible for accounting for themselves and their students and ensuring that no one leaves the safe area.

LOCKDOWN is considered appropriate for, but is not limited to, the following types of emergencies:

- Shots Fired
- Hostage
- Intruder
- Extreme violence outside the classroom
- Threat/danger outside the building

LOCKDOWN differs from SHELTER-IN-PLACE because it does not involve shutting down the HVAC systems and does not allow for the free movement within the building, or for teaching to continue within the classrooms.

### Student Actions/Responsibilities

- If it is safe to do so, clear the hallways, bathrooms and open areas. If you can return to the classroom you were in, do so; if not, try to quickly find a classroom or area which can be secured to hide.
- Immediately lock all points of entry to this area if possible.
- If it is safe to do so, close any shades and/or blinds.
- Move and stay away from doors and windows, silence any mobile devices, and remain out of the line of sight from windows/doors.
- Try to stay with a teacher or group of students if possible. Remain quiet and as calm as possible in the classroom or secured area until further instructions are provided by the principal, his/her designee, law enforcement, or fire personnel.
- Listen carefully to the information coming over the intercom system. If and when information about the situation is given, such as the location of the hazard, threat or intruder, if you feel it is safe to evacuate the building, then do so. Use the closest exit and once you evacuate go to the closest designated evacuation rally point location (refer to maps in the classrooms, offices and other locations).
  - If you feel you cannot evacuate the building safely, stay in your locked classroom or secured area with lights off and remain away from the doors and windows until notified by the principal, his/her designee, law enforcement or fire personnel that it is safe to come out.
- If you cannot evacuate the building, and there is not an adult with you in the classroom or secured area where you are hiding, you should place a call to 911 and provide them your location (room number), number of people in the room with you, and if there are any injuries. Keep in mind that during a critical incident such as a shooting, the 911 call center will be inundated with 911 calls so it may take a while to get through or you may be routed to a secondary 911 call center. Provide whoever you speak to the following information: "I am a student at Somerset Berkley Regional High School, I am in room \_\_\_ with \_\_\_ other students and (no one/ \_\_\_ people) is/are injured". This information will be relayed to first responders on scene and they will come to get you.
  - You also need to keep in mind that given the situation and the size of the building and the injuries in the room it may take some time for responders to come and safely get you out.
  - It is not recommended you open the locked door to your classroom or secure hiding place for anyone. We have measures in place to allow first responders and rescue crews to use keys to access classrooms and other secured areas. You cannot be 100% sure who is knocking at the door so keep it locked and closed.
- If you evacuate the building you should exit the building as quickly, quietly and as safely as possible. Keep your hands up in the air as you exit the building until you have reached the designated rally point. Do not bring backpacks or other items with you as you exit the building. This could create a safety issue as you exit the building. Personal property items left behind will be returned to you as soon as possible.



- Once at the designated rally point check in with your teacher or other member of the faculty or staff. The class should form a line in front of their teacher to assist with attendance/headcount.
- Once attendance has been taken or you have checked in with a faculty/staff member, remain with either your class or the faculty/staff member in the assembly area until further instructions are given.
- While awaiting further instruction you should remain as quiet as possible.
- If there are any injuries, report them to your teacher or the faculty/staff member immediately so the school nurse or other medically trained personnel may triage the injury and get required medical attention.

### **Shelter in Place**

SHELTER IN PLACE is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment, such as weather emergencies or criminal activities outside the building, and may also be used to prevent exposure to airborne contaminants.

SHELTER IN PLACE may allow for the free movement of staff and students within the building, although one should not leave the classroom until further instructions are received. Those students in buildings with exterior passageways must remain in the classroom while SHELTER IN PLACE is instituted. Depending on the incident, all exterior doors and windows should be locked, as in the case of a violent person in the vicinity, or all ventilation drawing air from outside is shut down in case of an airborne chemical spill.

SHELTER IN PLACE may also be used to simply stop movement in the building, in the situation of a medical emergency.

### **Student Actions/Responsibilities**

- Immediately clear the halls, bathrooms and open areas. Stay away from all doors and windows if directed to do so.
- Remain in the classroom until further instructions are received. Assist those needing special assistance.
- Follow any other instructions from the principal or his/her designee or your classroom teacher.

## **SCHOOL ZONE**

The “School zone” is defined as:

- School owned property and buildings.
- School controlled property and buildings.
- Any school sponsored activity.
- Jurisdiction over a student who is on any vehicle designated by the school for transportation of students to and from school.

Please Note: When a student leaves the “school zone” the school’s obligation ends; however, the school’s rights continue. SBRHS has the right to investigate any incident involving a student occurring outside of the school zone. SBRHS has the right to gather information and exchange information in at least oral fashion with the police department regarding actions of school students. SBRHS has the right to decide whether actions of the student create a clear danger/disruption connecting back to and upon the safe and orderly educational atmosphere of the school.

Students should be aware that the area within 300 feet of the school has been declared a **drug free zone** by agreement between the Somerset Police Department and the School Committee. Any drug offenses in this area carry special and severe penalties. Violation of this section may result in prosecution under applicable criminal laws

## **HEALTH OFFICE POLICIES**

The school nurse is on duty during school hours, Monday through Friday, in the Health Office. When a student becomes ill, they must receive permission from a teacher to report to the nurse using an electronic pass. The teacher may assign another student to accompany the ill student to the health office as needed.

Students are requested to use the Health Office for medical concerns only. If the school nurse determines that there is no medical concern, the student will either be asked to return to class or referred to the appropriate resource area i.e. guidance, student adjustment counselor, or student support services.

If students are habitually overusing the health office, their names will be sent to the Main Office. At that time, a member of the administration will review each individual case and determine whether the student can continue to access the Health Office. If a student loses the privilege of using the Health Office except for emergencies only, a telephone call and a letter will be sent home to notify parents/guardians of this concern. From that point on, it will be the recommendation of administration that these students be

required to report to their assistant principal to be assessed by them prior to utilizing the health office.

### **Health Records**

The cumulative health record, which the school health office keeps on each student, follows the student from K through 12. It is state law that immunization records for certain communicable diseases be kept up to date. In keeping with state law, the student's health record will be a required source of information when they enter or leave the SBRSD. Senior health records are distributed to students at graduation rehearsal. This record includes documentation of their immunization history to date. It is important that this original cumulative health record be kept by the student in a safe place for reference when needed for application to further their education or future employment.

### **Immunizations**

The following are immunization requirements for all students entering SBRHS:

- 3 doses - Hepatitis B series
- 4 doses - DTaP/DPT or > 3 doses Td; plus 1 dose Tdap
- $\geq 3$  doses - Polio (OPV/IPV)
- 2 doses MMR (Measles, Mumps, Rubella)
- 1-2 doses Varivax - or physician's documentation of Chicken Pox Disease (Varicella)
- 2 doses of Meningococcal vaccine (MenACWY) is required for all students entering Grade 11.

### **Student Medical Treatment Forms**

At the beginning of every school year, parents/guardians are required to complete a Student Medical Treatment form online via Aspen. Parents/guardians may give consent for administration of non-aspirin medications and/or treatments at the discretion of the school nurse and standing orders authorized by the SBRHS physician. This form also provides the option for parents/guardians to give consent for a two-way exchange of medical information between the student's physician(s) and the school nurse when appropriate.

### **Medications**

Medication forms are available via on the district website or can be obtained directly from the health office. Please note that the form requires the signature of a parent/guardian and a physician for the legal administration of prescription medications to students during the school day. All medications should be brought to the school nurse to be stored in the health office and administered by the school nurse. Please notify the school nurse of any adjustments or changes to your child's prescribed medication. Students can carry their own inhaler and/or EpiPen, providing that appropriate documentation has been given to the school nurse and that the inhaler/EpiPen is used appropriately. At the end of the school year, all medications must be picked up by the parent/guardian. Any medication that is not retrieved will be discarded.

Note: Any student requiring a narcotic analgesic for pain (i.e. Percocet, Vicodin, Codeine) following a surgery, injury, or medical procedure may not come to school having taken such medication. Nor will the school nurse, regardless of doctor's orders, dispense these medications during school. If a student is in pain to the point of requiring a narcotic, they must convalesce at home and, for safety reasons, may not attend school while under the influence of a narcotic medication. Under the Nurse Practice Act, it is at the discretion of the school nurse whether to dispense any medications that pose a risk to the safety and well-being of the individual student or the student body.

### **Health Screenings**

Any student, who is identified during the school's routine screening process as having a vision, hearing, or postural abnormality, will have a referral mailed home to their parent/guardian. A written report (included in the mailing) should be completed by a doctor and returned to the school nurse for inclusion in the health record. This serves to verify the fact that the student has been further evaluated as recommended. An additional state requirement is Body Mass Index (BMI) screenings for 10th graders. This is calculated using the student's height and weight taken at the time of their 10th grade physical. Knowing your child's BMI can be a useful tool in identifying possible health risks. BMI data will be recorded in the student's health record. Parents/guardians are given the opportunity to opt their child out of the postural screening, as well as the SBIRT screening, for 9th graders and the BMI screening for 10th graders.

## **Physicals**

It is mandated by the state that all 10th grade students receive a physical examination. This physical may take place any time on or after July 1st preceding their sophomore year and must be received by the school nurse before entering their junior year of high school. The school physician administers a free physical in the spring for any 10th graders still in need of a physical. Emails reminding parents/guardians of this requirement will be sent periodically throughout the school year. Please note that if your child does not have a physical examination on record with the school nurse by the first day of school of their junior year, they may be excluded from participating in any school or after-school activities until the school nurse receives the physical report. The student and their parent/guardian may also be subject to a meeting with the nursing staff.

## **Student Injuries**

Any student being treated for an injury that restricts their physical activity must provide documentation from the treating physician. This documentation needs to be dated, signed by the physician, and specify the exact timeframe of restrictions/exclusions. If the student was treated in any emergency, the emergency room physician must provide this documentation. This information must be documented in the Health Office and it will be forwarded to the Wellness Department as well as the Guidance Department if schedule changes will be necessary. In the event of long-term exclusion from physical education or sports, and/or other restrictions from activities, further documentation from the doctor's office may be requested by the school nurse.

## **Elevator Passes**

Any student requesting a long-term elevator pass will need to present a doctor's note which designates the length of time the elevator use is required for the medical condition/injury. Short-term elevator passes are given at the discretion of the school. If lost, there will be a \$5 replacement fee for the elevator pass.

## **Accidents/Insurance**

All accidents that occur on the way to school, in school, on the way home from school, or at any official school-affiliated/sponsored activity, should be reported to either the staff member supervising the student when the accident occurred or to the principal, assistant principals, or school nurse. Accident reports are to be completed by the nurse if present, by any school personnel at the scene of the accident, by the individual to whom the accident is reported, or by the one who administers first aid. All accident reports must be completed immediately and sent promptly to the Health Office.

All students will be covered by school insurance. This is a limited coverage policy that will supplement the parents'/guardians' insurance plan. The student accident insurance policy covers students while attending school and/or traveling directly to and from school and/or participating in activities sponsored and supervised by school personnel. The optional twenty-four (24) hour plan may be purchased by the individual if it is desired.

In case of an accident, when a claim is to be made, an insurance claim form will be sent to you via certified mail. This insurance is supplementary to any existing health or accident insurance coverage you may already have. Immediate action must be taken to ensure satisfactory results on your claim.

## **Medical Assessment Drug Policy -**

If a student is suspected to be under the influence of any type of drug or harmful substance including but not limited to alcohol, marijuana, tobacco, hashish, cocaine, crack cocaine, steroids, inhalants, psychedelics, amphetamines, barbiturates, tranquilizers, narcotics, prescription or over-the-counter medications, an administrator may ask the school nurse to perform a medical assessment on the involved student or students. The school nurse shall do this evaluation with an administrator present as a witness. This evaluation is a medical assessment and is not a drug screening. Once the school nurse completes the assessment and there is reasonable suspicion of substance abuse, an assessment form will be completed. Copies will be provided to the appropriate assistant principal who may be transporting the student to the hospital, if deemed necessary. At that time, a parent/guardian will be called to notify them of the situation. If the student is released to the parent/guardian, an immediate drug screening will be highly recommended as a follow-up. It is in the student's best interest that the results of the drug screening be shared with the school nurse so that referrals to drug counseling and/or a rehabilitation center may be offered if necessary. At the parent/guardian's request, the results of the screening will be held confidential. It is our hope to be proactive regarding intervention when any of our students become involved in substance abuse.

## **BULLYING PREVENTION PLAN**

### **MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37O**

***School Bullying Prohibited; Bullying Prevention Plans*** – click on link [here](#) for more information.

Bullying is defined as an act of aggression with the intent to cause embarrassment, pain, or discomfort to another. Bullying involves an abuse of/or imbalance of power.

Bullying may include, but is not limited to:

- Physical bullying: hitting, pushing, pinching, tripping, spitting on others, physically threatening, uninvited personal contact that does not cause physical harm (e.g., pulling off hats/backpacks, grabbing or shoving books, backpacks)
- Verbal: teasing, using offensive names, ridiculing, spreading rumors, verbally threatening
- Indirect Verbal: egging on bullying, speaking up in support of the bully or helping bully verbally
- Non-verbal: writing offensive names or graffiti about others, rude gestures, cyber bullying
- Extortion: threatening to take someone's possessions, food, or money
- Property: hiding property or items that belong to someone else
- Cyber bullying: sending/posting harmful/cruel text/photos

Bullying can occur:

- Between students
- Between staff and students (i.e., bullying of a student by a staff person, or bullying of a staff person by a student)

A witness to bullying should report it to the appropriate school personnel (administration, guidance/adjustment counselor and/or school resource officer).

## **CYBERBULLYING**

Cyberbullying is the willful use of cell phones, computers, and other electronic communication devices to harass and threaten others. Instant messaging, chat rooms, e-mails, and messages posted on websites are the most common methods of bullying. Cyber bullies can quickly spread messages and images to a vast audience while remaining anonymous, often making them difficult to trace. There are possible legal consequences of violating personal privacy and related laws, including federal and state bullying, harassment, and/or sexual harassment regulations.

Bullying is considered a serious school offense. Be advised that the administration will consider the following options in disciplining the bully: 1-10 days out-of-school suspension, parental/guardian notification, parental/guardian conference, and/or possible police referral. For further information regarding the SBRSD Bullying/Cyber Bullying Policy, please click [here](#) and reference section **JICFB**.

## **PHYSICAL ABUSE/ACTS OF VIOLENCE**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as to cause physical injury or harm to any student, school employee or persons not employed by the school either on the school grounds or during a school activity, function or event off school grounds. Violation of this section may result in prosecution under applicable criminal laws. Self-defense is not considered an intentional act under this regulation.

## **INVESTIGATIONS**

In dealing with an alleged misconduct, the administrator shall investigate the incident and hear all available accounts. The student shall have the opportunity to raise a defense, provide relevant details and submit a written statement to the administrator of the facts relating to the alleged misconduct.

The SBRSD recognizes the right of a student to privacy. However, lockers/desks are not to be considered personal property, but rather are the property of the SBRSD. Items of contraband including, but not limited to weapons, illegal drugs, alcoholic beverages, and stolen property, shall not be stored in lockers or desks. The SBRSD retains the right to inspect lockers and desks of students periodically for compliance with these rules and/or possible violations of the law. The school reserves its right to open a locker if it has "reasonable suspicion" that the search will reveal a violation of the rules or unlawful activity. Lockers will be issued to students when they enter SBRHS. It is imperative that students always keep their lockers secured. Students who fail to do so run the risk of

losing whatever is stored in the lockers. The school is not responsible for lost articles. If a school locker becomes inoperable, it should be reported to the main office immediately.

## **SEARCH AND SEIZURES POLICY**

The superintendent, principal or other designated administrator may authorize a personal search of a student, a student's property, a classroom, or an automobile, if there is a reasonable suspicion that health and safety are at risk or that a student has violated or is violating school rules or federal/state laws. Should a student decline to be searched, the student's parent/guardian will be notified, and the police will be contacted.

Searches of students, their possessions, lockers, or student automobiles will be conducted in a way conducive both to the preservation of individual rights and to an atmosphere supportive of the educational process. If, at any time during the search process, a designated administrator feels a threat is imminent to any student or other personnel, the police will be contacted.

Whenever a student search is conducted, the following shall apply:

- No search shall be conducted unless there is reasonable suspicion that a violation of law or school rules has occurred.
- Searches shall be conducted by an administrator or designated staff person in the presence of at least one other staff member.
- Whenever a personal search is deemed necessary, the student shall be advised of the reason for the impending search prior to its implementation. School officials may examine articles of clothing such as pockets, coats, book bags, etc.
- In recognition that right to privacy considerations intensify as a search becomes invasive, no school official shall ever conduct a "strip search" of a student.
- Should a student refuse to voluntarily comply with a request for a search, the student may be detained until parents/guardians, and if necessary, police, can arrive to assist, as appropriate, in the investigation.
- A student who fails to cooperate, lies, misleads, or threatens any person during or after a search or questioning, may be subject to additional disciplinary action.
- Should a search uncover any substances or contraband, such shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.

Nothing herein shall be construed to limit the right of the School Committee or administration to make use of external detecting resources should these become necessary or desirable.

### **Canine Search of Property:**

Illegal drug possession and use by school-aged children and young adults is a dangerous and persistent problem nationwide. SBRHS always remains vigilant to prevent illegal drugs from entering our school and follows strict enforcement of anti-drug rules to protect the health and safety of all students and faculty. The School's primary goal is to deter students from using or bringing drugs (or other unlawful or unauthorized items) into the school, not to subject students to arrest or school discipline. To that end, SBRHS has partnered with the Bristol County Sheriff's Department to perform unannounced canine patrols of school property. This service and its results are confidential. The Somerset Police Department along with the principal will determine when and the number of times this service is to be performed. There is no people-to-canine contact when this service is being performed and the canines always remain under the direction and control of the Sheriff's Department . If drugs, weapons or other unlawful or unauthorized items are found, parents/guardians will be notified. All decisions concerning school discipline and police referral will be made by the principal or designated administrator, using existing school procedures.

## **ATTENDANCE AND ACADEMIC EXPECTATION INFORMATION**

### **ATTENDANCE POLICY**

For further information regarding the SBRSD Attendance Policy, please click [here](#) and reference section **JH**.

### **Philosophy**

In accordance with Massachusetts General Laws, Chapter 76, students are required to be present in school in order to ensure continuity and consistency in the educational process and to prepare them for college and/or career.

### **School District Responsibility**

Official school attendance records including absences, tardies and dismissals will be kept by the Attendance Office. Class attendance will be recorded daily. Students with chronic school attendance problems will be identified as early in the quarter as possible. In accordance with Massachusetts General Law, Chapter 76, the school principal or designee will make a reasonable effort to notify by email parents/guardians, or students 18 years of age or older, if a student has five (5) or more unexcused absences to develop action steps for student attendance.

### **Parent/Guardian & Student Responsibility**

Regular and consistent school attendance is the responsibility of students and parents/guardians. Failure to comply with this responsibility violates the legal requirement and may be subject to consequences through the court system. Parents/Guardians and students should use the Aspen Portal to view student's attendance records for excused and unexcused absences, tardies and dismissals. All students, including those 18 years of age and older, will be bound by school attendance and extracurricular policies and procedures. Teachers have discretion as to whether they honor requests for work in advance of known absences. As always, students have one day to make up for every day absent. Students are highly encouraged to check online platforms (i.e. Google Classroom) any time they are absent. Students are required to enter the school building upon arriving to school grounds. Students will not be able to enter the building until 7am.

### **Absences**

All absences must be verified in one of the following ways:

- Parent/guardian must call the Attendance Office on the day of the absence – (508) 324-3124.
- If no call is made, the school will notify the parents/guardians on the day of the absence.

This is in accordance with MGL Chapter 76, Section 1A and 1B, Pupil Absence Notification Program. Parents/guardians phone calls or notes do not excuse absences unless stated below.

### **Excused Absences, Dismissals or Tardies**

For an absence to be excused, one of the following documentations must be provided, in writing, within five (5) school days, unless the absence is due to school discipline:

- Medical Documentation
- Driver's License Test/Permit Test (with RMV documentation)
- Court (with court documentation)
- Bereavement (with parent/guardian notification)
- School sponsored field trips/events
- College visits/accepted student day (four (4) per year excluding mid-year and final exam dates)
  - The excused absence will be issued after date of visit when official letter from college is given to attendance office
- Religious observances (with parent/guardian notification)
- Absences, dismissals and tardies by School Nurse, Administration or School Designee
- Absences due to suspension or school exclusion

### **Unexcused Absences and Vacations**

Any absence from school not listed in the aforementioned section will be counted towards students' unexcused absence limit. Two or more unexcused periods in a school day will be considered an unexcused absence. The school will notify parents/guardians of students who have 2 or more unexcused periods within 5 days or have 5 or more unexcused absences in a school year. (Pupil Absence Notification Program in accordance with MGL Chapter 76, Section 1B) A meeting may be scheduled with the building principal (or their designee) with the parents/guardians and the students to develop an action plan to improve the student's attendance.

(Pupil Absence Notification Program in accordance with MGL Chapter 76, Section 1B)

Vacations: Students' absences resulting from vacations taken at times other than the days/weeks identified in the school calendar are highly discouraged and unexcused due to their impact on time spent learning. As always, students are encouraged to utilize teacher online classrooms during their time out of school.

### **Absence Limit per Year**

Aforementioned excused absences are not counted toward the absence limit. Students who exceed 12 unexcused absences from a full-time course will receive no credit for the course, regardless of grade. Students who exceed 6 unexcused absences from a semester

course will receive no credit for the course, regardless of grade.

Absences accumulated will be carried over to the new class for students who transfer from another class. Underclassmen (grades 9-11) are given the opportunity to recover lost credit, due solely to absenteeism, by adhering to the above policy, in its entirety, the following school year.

It is understood that seniors who do not adhere to the policy as stated, will be required to make up lost credit (up to two full time classes) during an evening school program, provided it is equal to the same subject material and rigor. If students feel that their unexcused absences beyond the 12th day for a school year were of an exceptional nature, they may appeal their case to the principal. The appeal for the student must be in writing within ten (10) business days from the mailing of the final report card of the school year.

### **School Tardiness**

Students entering the building after the 7:25 a.m. bell will be considered tardy. Students who do not report to class by the 7:25 a.m. bell must sign in and obtain a tardy admission slip from the attendance office before going to class. Anything other than the aforementioned excused school absences is considered an unexcused tardy. Tardies are tallied ongoing throughout the school year.

Tardiness Progressive Discipline Outline:

- FIRST – FOURTH OFFENSE – Processed by the Attendance Office with no penalty.
- FIFTH – TENTH OFFENSE – Result in one (1) 45-minute detention per offense.
- ELEVENTH- SIXTEENTH OFFENSE – Result in one (1) 90-minute detention per offense.
- SEVENTEENTH & SUBSEQUENT OFFENSES - Discretion of administration - on (1) Saturday school, one (1) ISS or administrative discretion per offense, depending on severity/number of offenses

### **Class Tardiness:**

Students entering the classroom without a pass will be issued a detention by the teacher, which must be served within two (2) school days. Students who are repeatedly tardy to class will be subject to additional discipline.

### **Class Truancy:**

A student is considered truant from class when the student is not present in an assigned class and does not have an approved excuse to be absent from class. Each offense will result in one (1) Saturday School and parental/guardian notification via email. Students who are truant from class or school will receive a zero for any assignment or assessment missed.

### **Dismissals**

Anything other than the aforementioned excused school absences is considered an unexcused dismissal. If a nurse or school administrator dismisses a student for medical reasons it will be considered an excused dismissal. Students who are ill will be dismissed by the nurse into the custody of parents/guardians or emergency contact. Dismissal notes/phone calls should include parents'/guardians' name, and contact phone number. Efforts will be made to contact the parent/guardian to verify notes.

Students are to go to the health office with a pass from their classroom teacher to be evaluated by the school nurse. The school nurse will then contact the parents/guardians when deemed appropriate. This procedure prevents confusion regarding students' whereabouts and expedites appropriate medical intervention.

Any student who self dismisses (must be 18 years old with parent notification on file) may not return to school without documentation (i.e. medical, court documentation, etc.) of their whereabouts during dismissal. Verification of students who need to be routinely dismissed for medical/psychological services will remain confidential and processed by the school adjustment counselor or school nurse and communicated to the high school administration.

### **Case Rally Morning**

*Students will not be allowed to enter the building after 7:40 a.m. Students who come in after 7:40 a.m. with an unexcused tardy and do not have transportation home will be escorted to the office until a suitable mode of transportation is established.*

### **Make-Up Work Policy**

One school day, regardless if the class met on the next day [[suggestion]], will be allowed for each absence, excused or unexcused. Additional time may be provided only at the teacher's discretion. Students who have been absent from school have the responsibility,

upon the day of their return, to submit work due on the absence. On the day of return from an absence, students have the obligation to secure the missing work and must communicate with the teacher to arrange the time frame in which work missed during the absence must be made up. Students must submit schoolwork (homework, papers, projects) that is due on the day of a field trip before leaving for both in-house and out-of-school field trips. Students have the obligation to secure work they will miss during the trip, for in-house and out-of-school field trips, as well as any extracurricular activities that occur during the school day.

### **Extracurricular Eligibility**

Any extracurricular activity is defined as, but not limited to athletics, academic clubs and teams, intramurals, music groups and performances, plays and all other events and activities. Unless there is a verified excused school absence, dismissal or tardy, students must attend a full school day to be eligible to participate in extracurricular practices, games or events and activities that day.

Students who violate the attendance policy may be subject to disciplinary action and/or loss of academic credit.

## **ACADEMIC RESOURCES**

### **Guidance Services**

Guidance counselors are available to all students for advice on school problems. Counselors will assist students in making important decisions concerning themselves and their future plans. When students choose courses for the following year, they should be sure the courses they select are consistent with their interests, abilities, and aptitudes.

Parents/guardians are urged to come to school with students to confer with a counselor concerning this career planning matter. Appointments can be made by calling the SBRHS Guidance Office.

### **Academic Support**

Academic Support meets Monday-Thursday after school from 2:15pm to 3:30pm. During this time, certified teachers are available to assist students with their academics. Please see the schedule online for subject days and locations.

### **FLEX Program**

The FLEX Program is designed to provide academic instruction and support services to high school students. At-risk students, identified during the referral process, are provided opportunities to learn in a flexible environment designed to meet their individual needs and learning styles. Students may be instructed in 1-5 subject areas, including English, Mathematics, Science, Social Studies, and an elective.

**Attendance in this program is mandatory as classes in each discipline only meet once per week. One class period in FLEX is equivalent to a week's worth of instruction in the regular day program. Students are only allowed to miss one class per term. Additional absences result in zero for all work that day. Students are required to adhere to the same school rules as a day school student. Referrals are reviewed and approved by the Student Success Team.**

### **LATE BUS**

The Academic Support and Flex programs serve students in Grades 9-12, meeting Monday through Friday, 2:15-3:30. The late bus is available for those students who live in Somerset or Berkley Monday through Thursday.

### **Home/Hospital Tutoring**

AVAILABLE TO: A public school student who, due to documented medical reasons is confined to home or hospital for not less than fourteen (14) school days during the school year, is entitled to receive home/hospital educational services as described in 603 CMR 28.03(3)(c).

PROCEDURE: It is the parents'/guardians' responsibility to notify the school if their child is ill and their physician feels that the illness is such that an extended absence may be possible. The school will provide the parents/guardians with a 28R/3 form, which is to be completed by the student's physician. All parts of the 28R/3 must be completed in order that it may be approved. If the 28R/3 form is not received by the Special Education Office properly completed and signed, no home or hospital tutoring can be offered.

It is the intent of tutoring to keep the student connected with the education that is taking place during the student's absence. Make-up work and additional instruction necessary to bring the student in line with the class will be completed by the regular education staff



upon the student's return. If you have additional questions, please call the SBRHS Special Education Office at: (508) 324-3103.

### **Summer School**

A student who fails a full-time class with a grade of 50 – 64 may be eligible to attend summer school. Summer school classes must be passed with a minimum grade of 70 for a student to receive credit in their full year class and have the full year final average improved to a 65. Students who earn a 65 – 69 have already earned credit but may improve their final average grade to 70 through summer school attendance. A minimum grade of 70 must be earned in summer school as well. Students may take up to two summer school classes per year.

## **STUDENT / ACADEMIC EXPECTATIONS**

### **Levels of Instruction**

Approximately halfway through the school year, core subject teachers will recommend levels and courses for each student. Final decisions as to placement rest primarily with the parent/guardian and student, but families are encouraged to collaborate with their child's guidance counselor to finalize the level and/or course selection. Levels of instruction are designed as follows:

### **Advanced Placement (AP)**

Advanced Placement courses are college level courses which provide a means by which secondary school students may demonstrate their readiness to undertake advanced courses as college freshmen. These courses are part of the College Board's Advanced Placement Program, which encourages schools and colleges to provide challenging work for able students. Advanced Placement courses at SBRHS are offered in English, Fine Arts, Mathematics, Science, Social Studies, and Technology. See Program of Studies for more details on course specifics and Virtual High School options. More information can also be found on the [College Board](#).

Credit: All students enrolled in AP courses must take the AP test in order to earn AP credit and quality points. Students who do not take the test will earn credit and quality points as an Honors course.

### **Honors (H)**

Honors courses are designed to be of a high degree of rigor and move at an accelerated pace. Students who want to challenge themselves are encouraged to register for these classes. However, an Honors course differs significantly from an Advanced College Prep class in several ways. For example, the amount of preparation required for the class might include more extensive reading and writing assignments; assessments or tests may differ in their format and difficulty level; higher level critical thinking and reasoning skills are expected; science labs may require greater analysis of information.

### **Advanced College Prep (ACP)**

The Advanced College Prep program provides students with a rigorous curriculum that will prepare them for any two- or four-year college or university. It provides some opportunities for remediation that are built into the curriculum. The pacing is slightly slower than Honors.

### **College Prep (CP)**

College Preparatory classes are designed to challenge each student while providing additional supports for students to be successful. These courses are aligned with the state frameworks where appropriate and prepare students for college and beyond. The 21<sup>st</sup> century skills that are established will translate into being prepared for college classes, military service or the workforce.

**Mid-Year/End of the Year Summative Assessments:** All students will take some form of a mid-year and final assessment during the scheduled time. These assessments are worth 12% of the student's grade (6% each). It will be at the teacher's discretion as to what form this assessment will be.

### **MCAS TESTING**

The following outlines the [state requirements](#) for high school students taking MCAS. Students must earn a score of:

- 472 or higher in ELA
- 486 or higher in Math
- 220 or higher for STE

Any student who does not meet these requirements in Math or ELA must fulfill the requirements for an EPP.

Under extreme circumstances, the state may grant eligibility to students that meet the Competency Determination Standard by demonstrating the required level of knowledge and skills through an MCAS Performance Appeal. For more information regarding MCAS Performance Appeals, please visit the state's website [here](#).

The Competency Determination standard applies to all public high school students, including those in vocational-technical and special education programs, students with limited English proficiency and recent transfers. All students must meet the Competency Determination standard in order to graduate from a Massachusetts public high school.

### **MCAS Test Scores & Standardized Reports**

MCAS scores on individual students will be maintained in the guidance office with other standardized test results (i.e. Stanford, NEDT, PSAT and Sat I/II). At the student's request, these scores will be made readily available to college admissions officers, military recruiters or employers who might request such student information.

### **INNOVATION PATHWAYS**

Students will participate in Career Awareness and Exploration Seminars regarding IP during their freshman and sophomore years. Innovation Pathways (IP) is an honors level course designed to give students rigorous coursework and experience in a specific high demand industry such as: Computer Science, Healthcare, and Biotechnology. Please speak to your guidance counselor if you are interested in pursuing one of these avenues.

### **DUAL ENROLLMENT AND VIRTUAL HIGH SCHOOL**

SBRHS offers several opportunities for students to take courses that are either not offered at SBRHS or that cannot fit into a student's schedule. Students can take courses at local colleges and universities through dual enrollment or through Virtual High School (VHS).

#### **Dual Enrollment**

Students in dual enrollment courses receive both college and high school credit. In this way, students are given the opportunity to earn college credit in a variety of courses at an affordable price. Students enrolled in dual enrollment courses must schedule their college classes after regular school hours or during the school day at times that would not cause them to miss class time in other courses.

Participation in dual enrollment courses requires pre-approval from both the Content Coordinator and high school administration prior to enrolling in the course. Once the course has been approved, the student and their parent/guardian will be asked to sign a dual enrollment contract, which explains the student's responsibilities. This contract can be obtained from the guidance department.

Dual enrollment courses must be 100-level or 200-level courses and must be three or more credits. It is the student's responsibility to meet the dual enrollment requirements established by the local, participating colleges and students must complete and submit all application requirements. Students will receive honors credit for any dual enrollment course taken that meets the criteria listed above.

Students enrolled in dual enrollment courses must have reliable transportation from Somerset Berkley to the college campus unless the dual enrollment courses are completed entirely online. Students are responsible for all expenses related to the course (tuition, fees, books, materials, etc.) unless the course is required to satisfy high school graduation requirements. At the conclusion, the student must submit an official college transcript to their guidance counselor for inclusion on the student's high school transcript.

#### **Virtual High School (VHS)**

SBRHS participates in the distance-learning program, The VHS Collaborative. VHS provides a wealth of quality online education options for high school students who would like a challenge in a computer setting.

Through VHS, schools expand their educational offerings and students expand their world view, as they attend class with students from across the country and around the world. Students gain access to a wide variety of courses not typically available and have the flexibility to take these courses anytime and anyplace as best fits their schedule. These courses are offered at various levels but are generally demanding and academically rigorous as they meet the same standards expected of students taking a traditional high school class. Advanced Placement courses at SBRHS are offered in English, Fine Arts, Mathematics, Science, Social Studies, and Technology. See course booklet for more details on course specifics and Virtual High School options.

Once the course has been approved by the appropriate Content Coordinator, the student will be enrolled and be asked, along with their

parent/guardian, to sign a contract which explains the responsibilities of taking a distance-learning course. Courses are a semester in length. A student may not withdraw once enrolled in a VHS class. These classes will be taken outside of school hours. For more information about the VHS Collaborative, students may visit the VHS Collaborative [website](#), speak with their counselor to see if they qualify.

## GRADING

**Passing grade:** A final average of 65-100 that earns full course credit.

**Failure grade:** A final average of 64 and below that earns no course credit.

### Grade Reporting

Students at SBRHS are graded numerically for all subjects. Numerical grades from 1 to 100 are translated into letter grades according to the table below:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82

C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-66
U	0-64

Grade averages with a decimal of 0.5 are rounded off to the next highest average.

Please note: A grade of “I” in any subject for a term indicates that work is incomplete and must be made up by mid-term of the next term, at which time the grade is calculated by the teacher or defaults to a zero.

### Dropping a Course

Only under extraordinary situations will allowances be made for course changes. In such instances, the parent/ guardian of the student must write a letter of request to the principal explaining how the student’s circumstances at the time of the requested change are significantly different from the original course request.

Students who are allowed to drop a course or are removed from a class for disciplinary reasons after the deadline date to drop the course, will receive a grade of W (withdrawn) on the high school record. Students who receive a grade of W will not receive an average nor be awarded any credits for the course. A letter of appeal may be addressed to the principal regarding a W (withdrawn) on the transcript.

### Grade Adjustment When Dropping a Level

Students can drop down a level in any subject if they have obtained written parental/guardian approval. When a program change occurs in which a level in a subject is lowered, ten points will be added to the grade average the student received in the higher-level course if the change is made before the deadline. The grade adjustment, however, will not exceed a grade of B. This policy also applies to students in grade 9 who drop from Honors (H) Geometry to Honors (H) Algebra, or from the second-year world languages to first-year languages. The deadline for all students who have written approval from their parents/guardians to change the level of a scheduled course will occur **one (1) week after the parent/teacher conference** as scheduled on the high school calendar.

### Dropping a Level After the Deadline

Similar to dropping a course after the deadline, only extraordinary situations may warrant allowances for a level change after the deadline. In such instances the parent/guardian of the student must write a letter of appeal to the principal explaining how the student’s circumstances at the time of the requested change are substantially different from the circumstances at the deadline.

Students who are allowed to drop a level after the deadline date to make level adjustments will receive a grade of W (withdrawn) on the high school record. The student will not be entitled to a grade adjustment.

### Protocol for Lateral Changes

Lateral changes are strongly discouraged except in the cases of extenuating circumstances. A lateral change is defined as a change in teacher, while still staying within the same level course. For example, switching from Mrs. Smith to Mr. Jones but still remaining in

Honors Geometry. A parent/guardian requesting a teacher change for a course in which their child is enrolled, should contact their child's guidance counselor. The following steps will be initiated by the guidance counselor when contacted by the parent/guardian:

- The parent/guardian will be encouraged to meet with the teacher involved and at the same time the guidance counselor will inform the appropriate content coordinator of the request.
- If the matter remains unresolved after the parent/teacher conference, the parent/guardian will be directed to forward a letter of request to the appropriate content coordinator stating the reasons for the lateral change request and listing the extenuating circumstances. After receipt of the letter, the content coordinator will schedule a meeting with the parent/guardian. Under normal circumstances the content coordinator's decision will be rendered within five school days.
- If the decision made by the content coordinator is not suitable to the parent/guardian or does not meet their approval, the parent/guardian may appeal to the principal. Under normal circumstances the principal's decision will be reached within five (5) school days.

### **Incompletes**

Incomplete ("I") indicates that the student has not met course requirements and/or has outstanding financial obligations. Make-up work must be completed during the first half of the subsequent quarter. Exceptions due to extenuating circumstances may be granted by the principal.

All work missed, due to an absence from school, must be made up. One day will be allowed for each day's absence except in extenuating circumstances when more time may be allowed by the teacher. Therefore, work which is not made up may be recorded as the grade earned or as an "I" (incomplete) grade. It is the student's responsibility to ask the teacher for make-up work.

### **Withdrawing from School**

Any request for transfer to a new high school or for withdrawal from SBRHS must go through the Guidance Department. All financial obligations and school property must be collected prior to a student transferring out of SBRHS.

### **Student Records**

Authorized school personnel of the school to which a student seeks or intends to transfer may have access to a student's record without the consent of the eligible student or parent/guardian.

## **HONOR ROLL**

Academic excellence shall be recognized by designating students to an honor roll in grades 9, 10, 11 and 12. Student selection shall be for each term of the school year and shall be based on a letter grade point weighing system.

Major courses, which are assigned a level, will adhere to the following grade point weighing system:

A+, A, A-	= 4points
B+, B, B-	= 3 points
C+, C	= 2 points (only 1 letter grade of C allowed)
C-, D+, D	= automatic exclusion from consideration
U	= automatic exclusion from consideration

Non major courses, which are not leveled, are not calculated in the grade point weighing system. However, any grade of C- or below in a non-major, non-leveled subject will automatically exclude a student from honor roll status for the term.

Grouping shall be as follows:

3.50 – 4.00	High Honors
3.00 - 3.49	Honors

Any letter grade of C shall need to be offset by an A. In such a case, a student shall need four (4) A's with one (1) C to achieve high honor roll status. (i.e.  $16 + 2 = 18$ ;  $18/5 = 3.6$  average) A student with four (4) subjects shall need three (3) A's and one (1) C to achieve

high honor roll status. (i.e.  $12 + 2 = 14$ ;  $14/4 = 3.5$  average) Students in all levels shall have an opportunity for honor roll status under these guidelines. The honor roll list will be published in the local newspaper.

**Class Rank/GPA**

SBRHS uses a cumulative weighing system in computing grade point averages to determine class rank. All leveled courses earning five (5) credits are included in determining class rank. Courses earning less than five (5) credits are not included in weighing.

Please note: Official high school rank is computed at the end of six (6) semesters.

**Grade Point Weighing**

	AP	Honors	ACP	CP
A+	20	17	14	11
A	19	16	13	10
A-	18	15	12	9
B+	17	14	11	8
B	16	13	10	7
B-	15	12	9	6

C+	14	11	8	5
C	13	10	7	3
C-	12	9	6	4
D+	11	8	5	2
D	10	7	4	1

**NATIONAL HONOR SOCIETY**

Induction into the Edward J. Kaylor Chapter of the National Honor Society takes place in the winter of each school year. In order to be inducted, a student must attain the following academic average at each grade level:

- A junior must achieve a 13.00 grade point average (based on a 20.00 grade point weighing system) for four (4) semesters of coursework (grades 9 & 10).
- A senior must achieve a 13.00 grade point average (based on a 20.00 grade point weighing system) for six (6) semesters of coursework (grades 9, 10 and 11).
- The SBRHS Community Service requirement of 20 hours must be completed and documented prior to September 10th of the Junior year.
- Students will not be invited to obtain an application unless the Quality Points and Community Service Requirements have been met.

\*\*To calculate averages, please refer to the Grade Point Weighing Chart under Class Rank.

Students must obtain and complete the SBRHS Application for the Edward J. Kaylor National Honor Society once they are notified by the NHS advisors. Students must return the application to the Advisors no later than the date printed on the application. Applications will not be accepted after the deadline.

In the event that a student is disciplined during the NHS application process, they are automatically disqualified. This includes but is not limited to the following infractions: cheating, plagiarizing, or any flagrant violation to the NHS pillars of Scholarship, Leadership, Character and Service. If the student is a Junior, they are allowed to re-apply their Senior year as long as they have met all necessary requirements.

The NHS Faculty Board will review all applications. Applicants will be notified by December 31st of the decision made by the Board.

All decisions made by the Board are final.

The NHS Induction Ceremony is held in January (TBA). Once inducted, students must maintain and uphold the standards of Scholarship, Service, Leadership, and Character.

More specifically, the following requirements must be met:

### **NHS Scholarship**

Students must maintain the GPA set forth in the SBRHS handbook. GPA will be recalculated after the completion of the student's junior year. In September/October of the student's senior year, a meeting with the Advisors and assistant principal will occur if the GPA has fallen below the 13.00 quality points. Automatic dismissal is granted if the student fails to meet this requirement. Written notice of the dismissal will be sent to the member, their parents/guardians, and the principal.

### **Service & Leadership**

Students must attend NHS quarterly meetings. If a student cannot attend a meeting, they must provide the advisors with documentation for the absence. A student cannot miss more than one meeting during the school year. The student is automatically dismissed if the student fails to meet this requirement.

Students must maintain their service requirement by attending the following:

- NHS Service project (2 or more per school year are offered). Students must attend at least 1 of these events.
- Additional service to SBRHS, SMS, BMS, and any of the elementary schools in Somerset & Berkley.
  - Proper documentation is necessary.
  - Service is defined as an activity in which the student is not compensated and does not involve employment by a relative.
  - Students must provide documentation of 5 hours per school year. (5 junior year, 5 senior year).
  - Additional hours must be documented by April 30th of the senior year in order to maintain status as a member of NHS and earn the graduation regalia.

### **NHS Character**

Students must uphold and demonstrate the pillar of Character at SBRHS in and outside the classroom. An example of a violation of this includes any evidence that a student may have plagiarized or cheated in a course or activity. The NHS Faculty Board will address any complaints or concerns from faculty and staff regarding student's failure to uphold the principles of morality, ethics, courtesy, and respect for others. In the case of flagrant violation of school rules or civil laws, a warning is not required for dismissal, but a hearing will still be held. If the NHS Faculty Board decides that dismissal may be warranted, the member can present their case at a dismissal hearing before the NHS Faculty Board. A parent/guardian may be present with the member; however, it should be noted that the primary focus of the hearing is to allow the member to present their case. If a member is dismissed, written notice of the dismissal will be sent to the member, their parents/guardians, and the principal.

## **COLLEGE APPLICATION PROCESS**

Transcripts are sent to a student's college via Naviance. If a student requires a hard copy be mailed to a college admissions office, military recruitment office and/or prospective employer, the student will be responsible for covering the cost of postage. No official transcript will be processed and mailed until the postage is paid by the student either in cash or by check. The student will receive a receipt of payment when the postage is paid.

## **GRADUATION REQUIREMENTS**

When making course selections, students are encouraged to solicit input from counselors, teachers, and parents/guardians. There shall be no arbitrary limitations on the number of credits that may be earned in any year. However, students are expected to elect a minimum number of credits per year based on their grade level.

### **Graduation Requirements for the class of 2023, 2024, 2025 and 2026**

Students must successfully complete and pass the following courses with a minimum average of 65:

**English**

4 years (English I, II, III, and IV/Capstone)

<b>Social Studies</b>	3 years (U.S. History I & II, Modern World History)
<b>Mathematics</b>	3 years
<b>Science</b>	3 years
<b>Physical Education</b>	4 semesters
<b>Health I &amp; II</b>	2 semesters
<b>Civics/Financial Literacy</b>	1 semester
<b>Fine &amp; Performing Arts</b>	1 year
<b>Engineering Technology</b>	2 years (one Computer Science Course and one other)

### **Credit Requirements**

Students must have reached the required number of credits in order to graduate. These numbers differ by year of graduation due to the implementation of a new schedule.

<b>Class of 2023</b>	99	Credits
<b>Class of 2024</b>	109.5	Credits
<b>Class of 2025</b>	112.5	Credits
<b>Class of 2026</b>	112.5	Credits

**In addition, students must pass MCAS. (See MCAS Testing)**

### **Policy on Commencement Exercise Participation**

For a student to participate in commencement exercises, one must have fulfilled **all** the minimum requirements necessary to qualify for a diploma.

These requirements include:

- Achieving a minimum of credits based on graduation year. (See “Credit Requirements”)
- Regardless of previous credit earnings, a senior must successfully complete at least four major courses
  - a major course is defined as any course that meets the equivalent number of credits such as an ELA course
  - successful completion is defined as earning at least a D (65) overall final average for the year in the course
- Complete the Program of Studies as presented in the Student & Parent/Guardian Handbook.
- A student’s status for graduation participation must be established by the close of the school day (2:05 p.m.) prior to the day of graduation.
- Those students not eligible to participate in graduation may have the opportunity to receive their diploma in August by attending summer school.

### **Community Service Requirement**

Students will be required to complete 20 hours over four years as a requirement for graduation from SBRHS. For credit, hours must be logged into Aspen and proof of community service with the advisor’s signature must be submitted to the Main Office. The community service project provides students with the opportunity to engage in active learning while developing good citizenship. Using the instructional tool of community service, students will participate in service experiences that meet actual community needs. Students will explore aspects of civil engagement, as well as factors in creating and sustaining healthy communities. While completing the requirements of the community service project, students will also explore their identity in relation to the greater community. The community service project will be monitored by the Assistant Principals and/or their designees. Seniors who do not complete their community service hours prior to prom will not be allowed to attend prom.

### **Chromebooks, Textbooks, Athletic/Musical Uniforms and Equipment Requirements**

Each student is responsible for the condition of all school property, including but not limited to, Chromebooks, textbooks, athletic and musical uniforms, and equipment used. At the close of the school year, if school property is damaged, not returned, stolen and/or lost, the student is responsible for payment. Obligations not met will be recorded until they are fulfilled. All obligations must be met before a student is permitted to participate in any extracurricular activity or official school functions including the graduation ceremony and the prom.

**Fifth Year Option**

Requests for a fifth-year option to fulfill graduation requirements must be communicated in writing to the principal no later than the end of the first marking period of a student's senior year. An endorsement from the student's guidance counselor should accompany the written request. Requests for a fifth-year option will be reviewed and considered on an individual basis.

**COMMUNITY EVENING SCHOOL**

The Somerset Community Evening School is an alternative high school program that is available to students who choose to leave SBRHS. Students can eventually earn a high school diploma from the Community Evening School upon successful completion of all requirements of the evening school. Students must also pass all required MCAS subject tests.

Any SBRHS student contemplating leaving school should first talk with their guidance counselor. If the evening school is an option for you, a time will be arranged for you and a parent/guardian to meet with the evening school principal. The evening school principal will further explain the program requirements and rules to you and determine your status in relation to the evening school.

An additional function of the evening school is to assist non-graduating senior students in earning their SBRHS diploma during the summer following their June graduation date. If a SBRHS student is 12 credits or less from meeting SBRHS graduation requirements, then that student may be allowed to attend the summer semester of the evening school.

Prior approval from the SBRHS Guidance Department and the SBRHS administration is necessary prior to a senior student being admitted to the summer semester. Upon successful completion of the required course(s), senior students will be awarded their SBRHS diploma in August. The Community School office can be contacted at (508) 324-3146.



## **EXTRACURRICULAR ACTIVITIES**

Students may participate in any of the following extracurricular activities while attending SBRHS.

Amnesty International	Model UN
Anti-Bullying Club	National Honor Society
Big Buddies Program	Newspaper - "The Breeze"
Community Service Club	Peer Leadership Program
Debate Team	Prom Committee
DECA	Science Fair
Envirothon/Science Club	Science Olympiad
Future Teachers of America	Ski Club
Gardening Club	Student Advisory Committee
Gay Straight Alliance	Student Council
Girl Up	World Language Club
Math Team	Yearbook - "The Raider"

### **Sports**

#### **Fall Season**

Cheerleading, Cross Country (Boys & Girls), Field Hockey (Varsity & JV), Football (Varsity, JV & Freshmen), Golf, Soccer (Boys & Girls – Varsity & JV), Volleyball (Varsity, JV & Freshmen), Unified Basketball

#### **Winter Season**

Basketball (Boys & Girls – Varsity, JV & Freshmen), Cheerleading, Gymnastics (Co-op), Boys Ice Hockey (Varsity & JV), Girls Ice Hockey (Co-op), Indoor Track (Boys & Girls), Wrestling (Co-op)

#### **Spring Season**

Baseball (Varsity, JV and Freshmen), Softball (Varsity, JV and Freshmen), Tennis (Boys and Girls-Varsity and JV), Outdoor Track (Boys and Girls), Unified Outdoor Track

### **Performing Arts Extra Curricular Activities**

Drama Club	Show Choir
Marching Band	Winter Color Guard
Jazz Band	Winter Percussions
Orchestra	Chamber Ensemble

### **Extracurricular Activities Rules & Regulations**

SBRHS, under the auspices of the Somerset Berkley Regional School Committee, makes available to its students a wide variety of opportunities to participate in afterschool programs including teams, clubs, societies, workshops, committees, leagues, and publications. Participation in these activities helps our students develop personal strengths, such as a sense of competence, affiliation, and pride; leadership and team skills, communication and problem resolution skills, respect for authority and for diversity; character, commitment, accountability, confidence, sportsmanship, physical fitness, and general happiness. In the pursuit of nurturing individual interests, these activities serve as mini life skills labs where students can practice social interaction, share talents, and work with caring, conscientious adults outside the home. We view these activities as a unifying force within the school community, affecting not just those who take an active part in the program, but the community as a whole. While winning is laudable, the primary priority is learning and growth in the pursuit of excellence. We invite all students to take part in extracurricular activities.

Students are strongly encouraged to participate in one or more of these activities, however participation is a privilege. Any student who has been determined to be a habitual offender of school rules and regulations, may be restricted from participating in any extracurricular activities. Additionally, any student who has exhibited egregious behavior deemed unbecoming of a Raider may be restricted from participating in extracurricular activities. Egregious behavioral instances are not limited to the time of participation in

an activity in order to have a restriction put in place. Each student's discipline and academic records will be reviewed on an individual basis, and their participation will be at the discretion of the athletic director, advisor, and the principal/assistant principal.

**YOU ARE ELIGIBLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY IF:**

- You have acquired a final grade of at least sixty-five (65) in four (4) major courses and one (1) graded minor course or five (5) major courses in the semester immediately preceding the current semester.
  - Students will not be eligible to participate in extracurricular activities until the next marking period/season if the above criteria has not been met.
  - To be eligible to participate in fall activities, students are required to have final grades of sixty-five (65) for the year in at least four (4) major courses and one (1) graded minor course, or five (5) major courses.
  - Incoming freshmen automatically meet this eligibility requirement for the fall semester.
- You are a good school citizen because of regular attendance, good behavior, and academic success.
- You have attended school during that day. You may not participate in any organized activity on the day you have been absent or tardy from school.
  - A student who violates this rule will be suspended from the activity for a period of not less than one school week.
  - Somerset Berkley gives coaches/advisors and activity directors the discretion of implementing more stringent attendance policies. If this is the case, parents/guardians and students will be informed of said policies at the beginning of the season.
- You are not serving a suspension, ISS or Saturday school. A student who is serving a suspension term or attending Saturday school is not eligible to participate in any extracurricular activity for the duration of the disciplinary period.
  - This prohibition applies to weekends that intersect multi-day suspension periods. For example: a student receiving a two (2) day suspension, which commences on a Friday and is completed on a Monday, would render the student ineligible in any extracurricular activity during the intervening Saturday and Sunday.
  - Generally, the same rule applies to in or out-of-school suspensions that extend through vacation periods. However, in these cases, participation may be allowed, on a full or limited basis, at the discretion of both the principal and activity advisor.
  - The "no-participation rule" applies for the entire day that a suspension occurs. For example, a student serving a suspension may not participate in any extracurricular event throughout that entire day. Eligibility would resume on the next day.
- You meet the applicable requirements of the Massachusetts Interscholastic Athletic Association (MIAA), the Massachusetts Schools Activities Association (MSAA) and/or the Massachusetts Music Educators Association (MMEA).
- You are in good standing within SBRHS. For homeschooled students, upon written request of the Superintendent, those students must provide documentation of good standing.

Note: Academic ineligibility is determined only on the published date of the report card. Ineligibility will be enforced until the next marking period when eligibility will be re-evaluated. Incomplete grades will be interpreted on an individual basis.

**Prohibited Behavior**

Prohibited behaviors include but are not limited to the following:

- Stealing.
- Vandalism or willful destruction of property whether school or private property.
- Fighting/battery against teammates, opponents, coaches, officials, or spectators.
- Insubordination – failure to comply with the directions of the athletic director, music director, coaches, advisors, officials, or other staff members.
- Intimidation/threats – behavior that harasses, embarrasses, or threatens bodily harm to another person, whether physically or verbally.
- Abuse, misuse or loss of any issued uniform or equipment through negligence.
- Vulgar, profane, or abusive language/behavior.
- Lying to the athletic director, music director, coaches, advisors, or other staff members.
- Cheating in the performance of an activity contest.
- Use of drugs, alcohol, or tobacco.

Any student found to be in violation of any of the above may be dismissed from an activity after the first offense if the coach/advisor, administration and music director or athletic director, when applicable, determine the situation is serious enough for such action. Upon dismissal, the student shall forfeit all rights, privileges, awards, and recognitions associated with activity membership.

### **Chemical Health Violations**

From the earliest fall practice date, to the conclusion of the academic year or final athletic/extracurricular event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, vape pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as “NA” or “near” beer, inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one’s mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by their doctor. A student is permitted to take drugs legally prescribed specifically for the student’s own use by their physician. However, the school policy requires that such prescription drugs are to be secured with and administered by the school nurse during the school day.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

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

### **Minimum Penalties**

First Violation: When the principal confirms that a violation has occurred, following an opportunity for the student to be heard, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport in which the student is a participant. In the case of organizations that meet infrequently, the student would not participate in the next activity (for example, if the offending student were a member of the Breeze staff, that student would not be permitted to participate in the next meeting of the Breeze). No exception is permitted for a student who becomes a participant in a treatment program. The student may be allowed to remain at practice or rehearsal for the purpose of rehabilitation subject to the approval of the principal, and either the music director, athletic director, or other activity advisor.

Second and Subsequent Violations: When the principal confirms that a second or subsequent violation has occurred, following an opportunity for the student to be heard, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. If after the second or subsequent violations, the student of their own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The director or a counselor of a chemical dependency treatment center must issue such certification. For all other activities, the certification must be issued by the school’s adjustment counselor and approved by the principal.

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

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close, and the student would face no consequence.

Prior to any chemical health violation, a student’s request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco rule 62.

MIAA penalties are mandatory and are not subject to the appeal process.

## **Due Process Procedures**

All suspensions from activities for disciplinary reasons should be communicated directly to the student's parent/guardian and the athletic director and music director. Any coach/advisor who does not report directly to the athletic director/music director should notify the principal. Students and parents/guardians shall have the right to appeal any disciplinary suspensions, due to violation of the team rules. Such appeals shall follow the chain of command beginning with the athletic director, or music director, if applicable, then to the principal. In any violation of the activity's rules, a responsible person must make the identification of the offense, and the standard of reasonable suspicion will be employed to determine the authenticity of the infraction.

## **General Extracurricular Policies**

**Travel on School-Provided Buses:** Only activity members and their advisors, coaches, trainers, and managers are allowed on school-provided buses unless otherwise directed by the athletic director, music director, advisor, or principal. Any student who travels on provided transportation must return on the bus unless arrangements have been made in advance and with the written approval of the member's parents/guardians passed in to the advisor, coach or person in charge one day prior to the event.

**Responsibility for Monitoring Eligibility:** Coaches and advisors are responsible for monitoring their activity members for passing grades, attendance in school, and good behavior.

## **Additional Rules & Regulations Governing Athletics**

SBRHS offers a variety of opportunities to develop athletic skills and to become involved as members of interscholastic athletic teams. These opportunities are offered in conformity with the mandates of Title IX and chapter 622, which have established standards of equality for all students. Listed below are the rules and policies subscribed to and implemented by the Somerset Berkley Regional School Committee for governing the athletic program.

The MIAA is the official organization in Massachusetts for regulating and conducting athletic events, contests, and tournaments among member schools. The MIAA is also responsible for the formulation and enforcement of the rules relative to the eligibility of athletes for participation in inter-school athletic events. In pursuing these commitments, the association publishes an annually updated handbook of rules and regulations governing athletics (the Blue Book). The following is a summary of the eligibility rules found in the Blue Book. Please note that this is not intended to be a complete or detailed presentation of all the MIAA rules. Copies of the Blue Book are available for reference in the offices of the principal and athletic director or on the website: [www.miaa.net](http://www.miaa.net).

Students displaying unsportsmanlike conduct at school athletic contests, whether home or away, will be ejected from such events and possibly banned from attending future SBRHS athletic contests. Unsportsmanlike conduct may include, but not be limited to, throwing objects, possession and use of laser lights, unruly and/or disruptive behavior, use of inappropriate language, displaying inappropriate signs or symbols, and/or under the influence of alcohol or controlled substances, and any violation of the Student & Parent/Guardian Handbook.

## **Websites**

<https://www.arbiterlive.com/Teams?entityId=21214>

- Gives directions to games, schedules and scores for all sports, email updates of changes, etc.

[www.miaa.net](http://www.miaa.net)

- Rules, regulations, and tournament information of the Massachusetts Interscholastic Athletic Association

## **Eligibility**

You are *not* eligible to participate if:

- You were not a member of some secondary school for the two (2) months, exclusive of summer vacation months, preceding the contest.
- You transferred from one high school to another, unless you qualify for one of the exceptions provided by the rules. You are required to see the athletic director in order to have exceptions approved.
- Since you entered Grade 9, twelve consecutive sports seasons have passed (four years), whether you participated.
- Your 19th birthday came before September 1st of the present school year.
- You graduated from any secondary school.

- You were persuaded or influenced to transfer to your present high school by a coach, athletic director, principal, or other person connected with the school.
- You are ejected from a game for fighting or flagrant unsportsmanlike conduct including the use of threatening, abusive or obscene language.
  - The student must be suspended from the next contest that is part of their regular season schedule or in tournament play (in baseball, ice hockey, and soccer the penalty is two contests).
- You are not an amateur. Amateur status is forfeited if an athlete receives compensation in any form for competing. See the MIAA Blue Book for a thorough explanation of the amateurism rules.
- Participating in one sport at SBRHS prohibits an athlete from participating in a second sport at SBRHS during that season.
- All financial obligations are not settled before the next season.

The violation of any eligibility rule may result in forfeiture of games won by your team or the elimination of the offending player from participation for one year. A mistake could spoil a good season's record. If, in your opinion, there is any doubt concerning your eligibility, consult the principal or athletic director. The rules apply to all sports. Requests for waivers of eligibility rules should be directed to the athletic director.

### **Requirements of Athletes**

When an athlete reports for a sport, the student is telling school authorities and the coach that they want to be a member of that group. Since no group can achieve its goals without regulations for its members, the athlete reporting for a sport is also expressing their acceptance of a set of ground rules and their understanding that these rules must be enforced for all team members.

Athletes are required to attend all practices, games, and team meetings unless the coach has approved the absence. Each coach, prior to the beginning of each season, will meet the team members to explain what is expected of all athletes as a member of the team. The expectations will be in written form and both the student and parent/guardian will acknowledge reading and understanding the rules. The team rules will be reviewed at a pre-season meeting and/or Wellness Nights.

### **Athletes Going on Vacation during an Athletic Season**

The coach will make decisions on routine requests by evaluating the request and rendering their decision.

All athletes with the exception of golfers, football players and wrestlers must participate in 10 practices prior to any sporting contest. Golfers must have 7 practice days (not sessions) prior to the first interscholastic contest. Football players must have 15 practice days (not sessions) prior to the first game participation and wrestlers must have 10 practice days (not sessions) prior to the first interscholastic contest. This will ensure all athletes are in good physical condition before they are eligible to participate.

Student athletes who are accompanying their parents/guardians on vacation during extended vacation periods (Christmas, February, or April vacation) must understand that upon their return they will have to work to maintain their position on the team. There are no guarantees that they will be able to step right into the role that they left.

Weekend trips and vacations taken by student athletes that do not involve a parent/guardian could be subject to further penalties. Students who are absent from an extracurricular activity that conflicts with another school sponsored activity can select the most appropriate activity without penalty. Note: A winter ski trip is not academic in nature and therefore not an acceptable excuse for missing an athletic contest or practice.

Any student athlete who will be away due to vacation, weekend trips, or school sponsored activities MUST inform the coach at the beginning of the season. Failure to do so may result in a suspension of one (1) game. The coach will evaluate all requests at the beginning of the season.

### **Athletic Physicals**

All student athletes intending to participate in school sports are required to receive an athletic physical with their own physician. SBRHS will not be offering free physicals before each sports season. The physical exam will cover the student for 13 months from the exam date. A student's eligibility will terminate once a physical has reached the 13-month limit. (MIAA Handbook, part 56.1) Written doctor medical clearance notes do not take place of an annual physical. MD clearances will not be accepted.

Students may not participate in tryouts, practices, scrimmages, or games without a medical clearance from the athletic trainer; which includes registration on Family Id ([www.familyid.com](http://www.familyid.com)), completing IMPACT Testing, and having an up to date physical.

### **Changing Sports During the Season**

A student must decide within two weeks from the opening call if they wish to change from one sport to another. The student must speak to the coach of the sport, which they are leaving, so that equipment may be accounted for and other pertinent problems resolved. No coach may accept a transfer from another sport during the season until the previous coach, athletic director, and principal approve the transfer. No student who has been suspended from a team may transfer to another during that season.

### **Returning to Play Following a Concussion**

When an athlete shows ANY signs or symptoms of a concussion the process is as follows:

- The athlete will not be allowed to return to play in the current game or practice.
- Any athlete who receives a concussion, thinks they may have a concussion or even just “got their bell rung” must report to the athletic trainer to be evaluated before returning to play.
  - If an athlete is withheld from competition or practice for a concussion, they must be checked by a physician or athletic trainer and have a medical note to return to play.
- The athlete should not be left alone, no pain medication should be administered and regular monitoring for deterioration is essential over the initial few hours following injury.
- The athlete should be medically evaluated by a physician and cleared for athletics participation following the injury.
- The athlete’s ImpACT test has returned to baseline status.
- In order to return to play the athlete must first be cleared by a physician or an athletic trainer in consultation with a physician, be symptom free for 7 days, have returned to full academic participation with no symptoms and have passed all functional testing and Return to Play Protocol without any signs or symptoms recurring.

SBRHS follows the rules set by the National Federation of State High School Associations and the Massachusetts Interscholastic League. The rules state, “A player with a diagnosed concussion should not be allowed to return to play on the day of an injury. Once all symptoms have resolved and the athlete has been cleared by a healthcare provider, the athlete may then begin a slow increase in Physical activity over several days.”

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before returning to sport. The program is broken down into six steps:

- No exertional activity until the athlete is asymptomatic.
- Light aerobic exercise (15-minutes) such as brisk walking or stationary bike, etc.
  - No resistance training.
- Sport specific exercise such as skating, running, passing drills, etc. (only 30 minutes of activity)
  - Progressive addition of resistance training may begin.
- Non-contact training/skill drills. (no time restricted participation)
- Full contact training in practice setting.
  - No game play allowed.
- Return to competition.

Please visit our [website](#) to access the full SBRHS Concussion Management Policy and Procedures. A free online course on concussion education for parents/guardians is available at [NFHS Learn](#). Each year parents/guardians and student athletes are required to complete this free on-line course prior to their child’s participation in Somerset Berkley Athletics.

### **Loyalty to The High School Team: Bona Fide Team Members**

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Students cannot be given special treatment (late arrival, early dismissal, etc.) for non-school athletic programs.

First Offense: Student-athlete is suspended for one (1) contest and shall not participate in the next scheduled interscholastic competition that is part of their regular season schedule or in tournament play. Second Offense: Student-athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation.

A waiver of the bona fide team rule excusing the student from the school activity that day and allowing the student to participate in a non-school event is possible under the guidelines set forth below. MIAA Bona Fide waivers are only allowed during the pre-season or regular season. Waivers will be considered by the MIAA on an individual basis, and on the merits of each case. The request for a waiver must have the written support of the school principal, the athletic director and the high school coach. Among other factors that also will be considered: a. The amount of time being missed from school. b. The number of school team activities being missed. c. Schools may limit the number of times that a student could qualify for a waiver. Bona Fide waiver requests for Saturday and Sunday practices only, do not need submission to the MIAA, rather approval determined by the principal or principal's designee.

### **Communication Protocols**

In an effort to develop the whole child, we feel strongly that the student athlete should learn the process of self-advocacy. Examples of issues that a student athlete may choose to discuss with a coach include but are not limited to: playing time, practice regimen, game tactics and captaincy. The following shows a series of steps that should be followed when a student athlete would like further clarification about a situation:

- The student athlete speaks to the coach.
- The student athlete and parent/guardian speak to the coach.
- The student athlete, parent/guardian and coach meet with the athletic director.

Please be advised that the only level in which playing time will be discussed is the first level that involves the student athlete and the coach.

### **Booster Club Athletic Award Jackets**

Below are the qualifications to be eligible to purchase an Athletic Awards Jacket through the Booster Club

- An athlete must have earned three units of participation on one athletic team. A unit of participation will be credited to an athlete if they participate on a freshman, J.V., or Varsity team for a full season. Athletes switching sports will need to write a letter to the Booster Club.
- A transfer student will have their records checked at the school previously attended and coupled with their records at SBRHS. It will be determined if they qualify according to the first bullet. It is the responsibility of the athlete to provide these records.
- An athlete injured or unable to participate for reasons beyond their control, prior to their last eligible season, may be voted an award jacket by approval of the Board of Directors of the Somerset Berkley Athletic Boosters Club.
- Eligibility for Athletic Award Jackets ends upon graduation.

### **Additional Rules & Regulations Governing Performing Arts Activities**

SBRHS offers a variety of opportunities for students to develop their talent and appreciation of music. Through organized instruction, students can learn, listen, perform, enjoy, critique, and understand music. Students may audition for selection to the Southeastern District and Massachusetts Music Organizations. The Massachusetts and Southeastern District Music Organizations are governed by guidelines established by the Massachusetts Music Educators Association (MMEA). In addition, the Music Department performing groups regularly participate in music festivals and tours.

### **Department Requirements**

When students sign up for a music activity, they are making a long-range commitment to develop school spirit and promote SBRHS, the Town of Berkley and the Town of Somerset. Participation demands accepting responsibility to SBRHS, the community and family. Individual music activities have their own guidelines and expectations that will be disseminated to the participants during the initial meetings. However, these are general expectations for all music students:

- Attend rehearsals and events
- Follow the prescribed rules and regulations established for each trip, tour, or event. Failure to live up to the responsibilities listed above may result in suspension from the music department activity.
- A student may be dismissed from an activity after the first offense if the advisor, music director, and principal determine the situation is serious enough for such action.
- Upon dismissal the student shall forfeit all rights, privileges, awards, and recognitions associated with the activity membership.

## **Rules for Auditioning for Activities Sponsored by MMEA**

Any student auditioning for any special activity such as Junior and Senior districts, All State, etc., must comply with the following two requirements:

- Enrollment in music performing classes must be maintained for the entire school year. This commitment entitles students to the opportunity to audition for regional and state music festivals.
- Students must be “in good standing” in the school music organizations in which they are enrolled.

To be considered, the following criteria applies:

- Students obey all rules and regulations for the school music groups.
- Students attend all regularly scheduled school concerts and rehearsals.
- Students maintain a year-long commitment to the school music organizations in which they enroll.

## **STUDENT BEHAVIOR AND EXPECTATIONS**

### **STUDENT BEHAVIOR CODE**

The Student Behavior Code is as follows:

1. Be Responsible For Yourself
  - Demonstrate responsible behavior and citizenship.
  - Arrive to school prepared with your fully charged Chromebook and the materials you need for the day.
  - Check school email each school day.
  - Stay on school grounds during the school day.
  - Report to the office when called.
  - When tardy, sign in at the attendance office.
  - When ill, report to the school nurse.
2. Collaborate and Communicate
  - Work with others where appropriate and necessary.
  - Contribute your ideas and consider the ideas of others.
  - Listen actively to understand, not react.
  - Work to be clear in your speech and writing.
3. Respect Others and Your School
  - Attend all your classes, arriving on time, regardless of whether a substitute or your teacher is present.
  - Use restrooms and corridors for their intended purposes. Do not congregate in these areas.
  - Keep food or drink, except water, in the student dining center only.
  - Be reasonably quiet in class, and mindful that others are working.
  - Comply with directions of principals, teachers, or other authorized school personnel during any period when the student is properly under the authority of school personnel or whenever on campus.
4. Be Independent and Motivated
  - Use directed study periods as an opportunity to engage in independent, structured learning.

Consequences:

- Students who leave school grounds without official permission will be considered truant.
- Students will be charged with a class cut if they do not attend class, whether or not a substitute is present.
- It is understood that a student who is marked absent from class is not present in the room.

Violations of individual school regulations shall be considered violations of this code and the student may be suspended or expelled under provisions of violations of the code.



## **DISRUPTION OF SCHOOL**

A student shall not intentionally cause the substantial and material disruption or obstruction of a lawful mission, process, or function of the school. Neither shall they urge other students to engage in such conduct if a substantial and material disruption or obstruction is reasonably certain to result from their urging.

## **STUDENT DISCIPLINE AND DUE PROCESS POLICY**

### **MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H**

#### ***Publication of School Committee Policies Relative to the Conduct of Teachers and Students.***

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, 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.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
- (f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine-readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
- (g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than ten (10) cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

#### **Policy Against Use/Possession of Weapons**

Possession of any weapon is strictly forbidden. A weapon is any object that may be used to assault or intimidate, such as a knife, mace, or sharp spiked jewelry. Canes or other similar devices are not to be used or carried unless the school nurse has on file a physician's recommendation that a student use them. The administration will take disciplinary action commensurate with the violation.

School staff are required to file written reports on any incidents, regardless of whether they occur during school hours, involving a student's possession of a dangerous weapon on school premises. A principal receiving such report will file copies with the local Chief

of Police, the Department of Children and Families, the school district's office of Student Services (or its equivalent) and the School Committee. The filing of such a report triggers an assessment of the student, referral to a counseling program, and a follow-up assessment.

Any student who is involved in a weapon's "incident" whether expelled or not, is entitled to receive information on available counseling services. Such services can include counseling available within the district and provided by district personnel and/or counseling available through other agencies. Information provided to the student must include information regarding the cost to the student. The school district is required to provide counseling services at no cost to the student only if such counseling services are available on a regular basis to other students within the district.

Students transferring to a new district must provide that district with complete school records containing information on suspensions, violations of criminal acts and incident reports filed against the student.

### **Firearms**

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by them under the provisions of Chapter 140, carries on their person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school without written authorization of the board or officer in charge of such secondary school, shall be punished by a fine not more than one thousand dollars (\$1,000) or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearms" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any student who is determined to have brought a firearm to school will be disciplined in accordance with G.L. c. 71, s. 37H.

### **Firecrackers**

Firecrackers and any other explosive devices are illegal and prohibited on school property. Discipline will be handled at the discretion of the administration.

## **MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H½**

### ***Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal***

Notwithstanding the provisions of Section eighty-four and Sections sixteen and seventeen of Chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reason for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of their request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent/guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district regarding the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such

expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of his request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent/guardian within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district regarding the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services under an education service plan, under section 21 of chapter 76.

**MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H<sup>3</sup>/<sub>4</sub>**

***Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H<sup>1</sup>/<sub>2</sub>***

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H<sup>1</sup>/<sub>2</sub>.

(b) Any principal, headmaster, Superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent/guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent/ guardian of the student is included in the meeting, provided that such meeting may take place without the parent/guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent/guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents/guardians in student exclusion meetings, hearings, or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent/guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster, or a designee, shall notify the Superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reason for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the Superintendent. The student or a parent/guardian of the student shall notify the Superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent/guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The Superintendent, or a designee, shall hold a hearing with the student and the parent/guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent/guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the Superintendent, or a designee, may proceed with a hearing

without a parent/guardian of the student if the Superintendent, or a designee, makes a good faith effort to include the parent/guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The Superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district regarding the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district from a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

Consistent with the Massachusetts student discipline law (Chapter 222 of the Acts of 2012) and the student discipline regulations (603 CMR 53.00), SBRSD's student discipline policy includes specific procedures related to student suspensions and expulsions and is designed to provide students who are suspended or expelled the opportunity to make academic progress.

Our goals are:

- To keep schools safe and supportive for all students while ensuring fair and effective disciplinary practices;
- To promote engagement of a student and a student's parent/guardian in discussion of the student's misconduct, and the options for responding to it;
- To assure that every student who is expelled or suspended, regardless of the reason for suspension or expulsion, has the opportunity to receive education services to make academic progress during the period of suspension or expulsion; and
- To limit the use of long-term suspension as a consequence for student misconduct until other consequences have been considered and tried as appropriate.

### **Progressive Discipline**

Student discipline at Somerset Berkley will consist of detention, Saturday school, in-school suspension, out-of-school suspension, exclusion, and revocation of class privileges. In all cases, the principal and/or designee reserves the right to apportion discipline as deemed to be in the best interests of the student and the overall school environment.

### **Detention**

Detentions are assigned by staff when an infraction takes place. It is the student's responsibility to notify their parent/guardian. Detention is held on Monday, Tuesday, Wednesday, and Thursday from 2:10 p.m. to 3:30 p.m. If a student has been given a 45- minute detention per our attendance policy, they must arrive at 2:10 p.m. and will be dismissed at 2:55p.m. Late bus transportation will be available at 3:45 for all students. Failure to serve detention after two school days will result in a one-day Saturday School or ISS for each detention not served. This will eliminate the detention obligation.

### **Saturday School**

Saturday School is an alternative form of discipline. The goal of this program is to hold students accountable for their actions without loss of instructional time. The administration reserves the right to use discretionary judgment in assigning Saturday School to students who violate the discipline code. In all cases, parent/guardian will be notified via email.

### **Saturday School Regulations**

- Parent/Guardian is responsible for student transportation. Plan for pick-up prior to your arrival. Only those who have been assigned to Saturday School will be allowed in the room.
- Saturday School starts at 8:00 a.m. SHARP in Room 141. End time is 11:00 a.m. Students are expected to be on time and to sign in. Tardiness or failure to remain until dismissal will result in further disciplinary action and/or refused entry.
- Students are to bring study materials, a book to read, or school assignments to work on and must remain actively engaged in learning throughout the session. You will not be allowed to go to your locker once Saturday School starts.
- Without exception, electronic devices other than Chromebooks are NOT permitted.
- Food and drinks are not allowed. Please eat prior to coming to Saturday School. You may have a bottle of water with you.
- Talking is NOT allowed. After one (1) warning only, any conversations/disruptive talking will result in removal from Saturday School and further disciplinary action.
- Sleeping is NOT permitted at any time.
- Your conduct must adhere to all guidelines as outlined in the Student Handbook. All school rules apply during Saturday School. Disruptive behavior of any kind will result in no credit for the session and further disciplinary action.
- Any student assigned to Saturday School forfeits the right to participate in any school-related activity and/or event on the day of the Saturday School (examples: athletics, music groups, clubs, etc.).
- Failure to report to Saturday School may result in a §37H<sup>3/4</sup> principal's hearing.

### **In-School Suspensions (ISS)**

ISS are utilized for several non-violent, non-confrontational, and non-drug related issues, such as excessive tardiness to school, truancy and cutting Saturday School. Because our discipline code is progressive in nature, ISS will also be used as a consequence for repeated offenses. Students and parents/guardians will be given notice prior to serving. ISS can be assigned for one to three days per offense. Students will not be allowed to participate in any school activities on the day of ISS.

### **Out of School Suspensions Due Process**

Except in cases of emergency or when the student's continued presence poses a danger to person or property, the principal may not impose a suspension without first providing the student and the parent/guardian oral and written notice of the offense, the basis for the charge and the potential consequences, and providing the student an opportunity for a hearing on the alleged offense and the parent/guardian an opportunity to participate in the hearing. The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. A hearing may be conducted without the parent/guardian present if, after reasonable, good faith efforts to include the parent/guardian, the principal is unable to secure their participation.

This section does not apply to the suspension of a student for: (a) possession of a dangerous weapon; (b) possession of a controlled substance; (c) assault on a member of the educational staff; or (d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the principal determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½.

### **Principal's Hearing (37H, 37 H ½, 37 H ¾)**

The principal shall determine the extent of the rights afforded to a student at a disciplinary hearing based on the anticipated consequences for the offense. Students facing a long-term suspension will be afforded greater minimum rights than students facing a short-term suspension. For additional information refer to 603 CMR 53.08.

- **Short-term Suspension:** At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts that the principal should consider in determining whether other remedies or consequences (other than suspension) may be sufficient and appropriate. If present, the parent/guardian shall be provided an opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student. Following the hearing, the principal shall notify the student and parent/guardian of the determination, the reasons for the determination, and length of any suspension being imposed. The determination shall be in writing. Students shall be provided with the opportunity to make up assignments and such other schoolwork as needed to make academic progress during the period of removal.
- **Long-term Suspension:** At a minimum, a student facing a long-term suspension shall be afforded all the rights afforded a student in a short-term suspension hearing. In addition, a student facing a long-term suspension shall have the following additional rights:
  - In advance of hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making their determination;
  - The right to be represented by counsel or a lay person at the student's choice and at the student's and parents'/guardians' expense;
  - The right to produce witnesses on his or her behalf;
  - The right to cross examine witnesses presented by the school district; and
  - The right to request that the hearing be recorded.

The principal's determination shall be in writing and sent to the student and parent/guardian. If the principal decides to suspend the student, the written determination shall:

- Identify the offense, the date on which the hearing took place and the participants at the hearing;
- Set out the key facts and conclusions reached by the principal;
- Identify the length and effective date of suspension;
- Include notice of the student's opportunity to receive education services to make academic progress during the suspension;
- Inform the student of the right to appeal the decision to the Superintendent (or designee). Appeal to the Superintendent is only provided in those cases where the principal has imposed a long-term suspension.

In every case of misconduct for which suspension may be imposed, the principal shall exercise discretion in deciding the consequence for the offense.

### **Superintendent's Hearing**

A student placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the Superintendent. The appeal must be filed within five (5) calendar days of the effective date of the long-term suspension. The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian request an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. A good faith effort will be made to include the parent/guardian in the hearing. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parents/guardian upon request. The student shall have all the rights afforded at the principal's Hearing for long-term suspension. The Superintendent shall issue a written decision within five (5) calendar days of the hearing. While the Superintendent may modify the principal's decision to reduce the suspension or consequence imposed on the student, under no circumstances may the Superintendent impose a suspension which is greater than that imposed by the principal's decision. The decision of the Superintendent shall be the final decision of the school district.

### **Emergency Removal**

Nothing in these rules and regulations shall prevent the principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially alters and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- Make immediate and reasonable efforts to notify the student and the student's parent/guardian of the emergency removal, the reason(s) for the removal and other matters set forth in 603 CMR 53.06(2);
- Provide written notice to the student and parent/guardian pursuant to 603 CMR 53.06(2);
- Provide the student with an opportunity for a hearing and the parent/guardian an opportunity to attend the hearing, before the expiration of two (2) school days, unless an extension of time for the hearing is agreed to by the principal, student and parent/guardian.
- A decision must be rendered (orally) on the same day as the hearing, and in writing no later than the following school day. A student may not be removed from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

### **Expulsion**

Although suspension is limited to no more than 90 school days in a school year under M.G.L. c. 71 s. 37H<sup>3</sup>/<sub>4</sub>, principals continue to have discretion under M.G.L. c. 71, sections 37H and 37H<sup>1</sup>/<sub>2</sub> to impose a longer suspension or expulsion on a student for one of the statutory offenses, such as possession of a dangerous weapon or a controlled substance on school grounds, or assault on school staff. The student shall receive written notification of the charges and the reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his or her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

### **Discipline of Special Education Students**

All students are expected to meet the requirements for behavior as set forth in this handbook. However, students eligible for Special Education are entitled to certain additional protections under state and federal law. Specifically, these laws include M.G.L. c. 71B and its implementing regulations (603 CMR 28.00) and 20 USC 1401 et. seq. ("the IDEA") and its implementing regulations (34 CFR 300 et. seq.).

Students eligible for Special Education who violate school rules are subject to removal from their current educational placement for up to ten school days per school year, to the extent that such removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student's disability.

Anytime school personnel seek to remove a student from his or her current educational placement for more than ten school days in a school year, this constitutes a "change of placement" and invokes certain procedural rights including, but not limited to, a review by the IEP Team of the relationship between the student's disability and the behavior subject to the disciplinary action, which is referred to as a Manifestation Determination.

If the behavior is a manifestation of the student's disability, the student's Team will conduct a functional behavior assessment and

develop a behavior intervention plan, provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a behavior intervention plan is already in place, the Team will review the plan and revise it accordingly. The student will also be returned to their educational placement unless the parent/guardian and the school agree otherwise.

If the behavior is not a manifestation of the student's disability, then the student may be removed from their educational placement to the same extent that a general education student would be removed, provided that the student with a disability must continue to receive appropriate educational services set out in the student's IEP. Additionally, the student should receive, as appropriate, a functional behavioral assessment and behavior intervention plan to attempt to prevent the behavior from happening again.

When appropriate, the principal, or designee, may seek an order from the Bureau of Special Education Appeals (BSEA) placing a student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. An interim alternative educational setting is a program identified by the team that allows a child access to the general curriculum, provides IEP services, and assesses as well as addresses the behavior involved in the incident.

The principal, or designee, may unilaterally order a change in educational placement of a child with a disability to an appropriate interim alternative educational setting for up to forty-five school days if the student:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function; or
- Knowingly possesses or uses illegal drugs at school, a school function, or school sponsored event; or
- Sells or solicits the sale of a controlled substance while at school, a school function, or school sponsored event.

For a copy of the Massachusetts Department of Elementary and Secondary Education brochure on Special Education Parents' Rights, available in many languages, visit [www.doe.mass.edu/sped/parents](http://www.doe.mass.edu/sped/parents) or can be requested from the Director of Special Education at (508) 324-3100.

#### **Discipline of Students Not Yet Eligible for Special Education:**

A child who has not been determined to be eligible for Special Education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for Special Education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

- The parent/guardian of the student expressed concern in writing to supervisory or administrative personnel of the student's school or to a teacher of the student that the student needs Special Education and related services; or
- The parent/guardian requested an evaluation of the student; or
- District staff expressed, directly to the Special Education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if the parent/guardian has not consented to an evaluation of the student or has refused Special Education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility.

If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action, the student may be subjected to disciplinary measures applied to students without disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation in an expedited manner.

#### **Discipline of Students on 504 Plans:**

School personnel may not suspend a student on a 504 plan for more than ten (10) consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to students with disabilities who receive special education services. Please contact the Director of Social Emotional Learning and Guidance/Principal of the High School.

#### **Physical Restraint of Students**

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the SBRSD. Further, students of the District are protected by law from the unreasonable use of physical restraint. Physical restraint shall be used only in emergency situations, and with extreme caution, after other less intrusive alternatives have failed, or been deemed inappropriate. School personnel

shall use physical restraint with two goals in mind:

- to administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate serious physical harm; and
- to prevent or minimize any harm to the student as a result of the use of physical restraint.

**The following definitions appear in 603 CMR 46:02:**

Extended restraint: The amended regulations do not include a definition of an extended restraint, however, under the new regulations' approval by a principal or designee will be required to continue a restraint beyond 20 minutes.

Physical escort: Temporary touching or holding, without use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical restraint: Direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

In addition to prone restraint, mechanical restraint, medication restraint (currently referred to as chemical restraint), and seclusion are prohibited.

**Time-out and Seclusion**

Time-out: A behavioral support strategy in which a student temporarily separates from the learning activity or classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, the student must be in a clean, safe, sanitary, and appropriate space, and continuously observed by a staff member. This includes inclusionary and exclusionary time-out.

Inclusionary time-out: when a student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom. Functions as a behavior support strategy while allowing the student to remain aware of the activities of the classroom.

Exclusionary time-out: separation of the student from the rest of the class either through complete visual separation or from actual physical separation. During an exclusionary time-out, the student must be continuously observed by a staff member, and a staff member must be with or immediately available to the student. Exclusionary time-out must cease as soon as the student has calmed down. This should only be used when students are displaying behaviors which present, or potentially present, an unsafe or overly disruptive situation in the classroom.

Seclusion: the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Both elements of the definition establish seclusion. **Use of seclusion is prohibited in Massachusetts, you can find more info [here](#).**

**Training:**

Each staff member will be trained regarding the school's physical restraint policy. Each building principal will arrange training to occur within the first month of each school year, and, for staff hired after the beginning of the school year, within a month of their employment. Training will include information on the topics described in 603 CMR 46:03(2).

At the beginning of each school year, each building principal will identify staff members to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the Department of Elementary and Secondary Education. The in-depth training, (i.e. 12-16 hours) will include the topics described in 603 CMR 46.03(4).

**Administration of Physical Restraint:**

Only school personnel who have received training pursuant to 603 CMR 46.00 shall administer physical restraint on students. Whenever possible, the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm to the student or others. Nothing in this policy precludes any teacher, employee, or agent of the District from using reasonable force to protect students, other persons, or themselves from assault or imminent, serious physical harm.



**Reporting:**

The staff shall report the use of any physical restraint, regardless of the duration of the restraint or whether the student or staff suffered injury. When a restraint lasting less than twenty minutes, which does not result in injury, has been administered, the staff member who administered the restraint shall inform the administration of the physical restraint as soon as possible, and by written report (using the SBRHS's Behavior Incident Report) no later than the next school working day.

The principal or their designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Elementary and Secondary Education. The principal shall inform the student's parents/guardians verbally of the restraint as soon as possible or within twenty-four (24) hours and by written report (using the "SBRSD Behavior Incident Report") postmarked no later than three (3) school working days following the use of restraint. If the school customarily provides the parent/guardian with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent/guardian in that language.

When a restraint has resulted in serious injury to student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required written report to the Department of Elementary and Secondary Education within three (3) school working days of the administration of the restraint. The written report required for extended restraints and restraints resulting in serious injury are different from the "SBRSD Behavior Incident Report," which is used for restraints under 20 minutes that do not result in serious injury. Forms for written reports to the Department of Elementary and Secondary Education of extended restraints or restraints that result in serious injury can be obtained from the building principal.

**SCHOOL DANCES**

The following rules are to be adhered to when a student desires to participate in a school sponsored social activity including, but not limited to, Semi-Formals and the Prom.

- Students must be on time and in school for the entire day in order to attend.
- No tickets will be sold at the door.
- All seniors must have their community service requirement fulfilled before a ticket can be purchased for the Prom.
- No student will be allowed into the social event 30 minutes after the scheduled arrival time as stipulated on the ticket. No refunds will be allowed.
- The student must show their I.D. at the time the ticket is purchased and when entering the social activity.
- SBRHS students may only purchase a maximum of two tickets each.
  - If the second ticket is purchased for a guest who is not a SBRHS student, a photocopy of a picture I.D. for their guest must be presented at the time of purchase.
  - The guest will not be allowed to participate in the activity unless accompanied by their SBRHS sponsor, and in possession of their original picture I.D. that must match the photocopy.
- Students under suspension forfeit the privilege to attend social activities.
- Breathalyzer: Upon reasonable suspicion a student or guest has been consuming alcohol, is under the influence of alcohol, or is in possession of alcohol at school, on school property or at a school sponsored event as determined by school officials, a breathalyzer test and/or evaluation by a certified drug recognition expert will be requested. The student's or guest's failure to comply would result in ejection from that activity, notification to parent/guardian and further disciplinary action. If administered and the first breathalyzer test is positive, a second test will be administered using a different unit. If this test is positive, the student will be:
  - Ejected from the event
  - Detained by the police until a parent/guardian picks them up
  - May not be eligible for a refund
  - Subject to appropriate discipline as referenced in the Student & Parent/Guardian Handbook.

**ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be an educational as well as an entertaining experience. When attending an assembly, the student will be held to the following expectations:

- Students are expected to be respectful of their peers, presenters, and faculty.
- Leave books, backpacks, coats, and other items in the classroom or locker unless instructed otherwise.
- Proceed to the assembly area quietly and promptly.
- Remain in the assembly until dismissed.

## **BUS REGULATIONS**

Bus riding is a privilege extended to students as a means of transportation to and from school. Bus regulations apply from the time a student arrives at the bus stop. They remain in effect until the student leaves the bus stop on the return ride home. Any student who fails to follow bus regulations or who endangers the safety of other pupils renders themselves liable for suspension of bus riding privileges. Referrals by bus drivers will result in disciplinary measures by the school administration. In addition to the Bus Regulations, students are expected to comply with the Student & Parent/Guardian Handbook while traveling on school buses and during any school provided transportation. Violations of the Student & Parent/Guardian Handbook under this section may result in discipline separate and apart from losing bus-riding privileges.

### **RULES FOR STUDENTS RIDING SCHOOL BUSES:**

- Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop five minutes before the bus is due. When the bus approaches the stop, students shall remain a safe distance from the street and remain at the bus stop until the bus comes to a complete stop. There will be no pushing or shoving while boarding the bus. While waiting for buses, pupils are to wait at designated pick-up points and be courteous of private property.
- Students are not to cross the roadway until consent by the school bus driver has been given and the student has double-checked for safety conditions. When boarding or leaving the bus, students should always be in view of the driver. When necessary to cross the road, cross in front of the bus and use extreme caution to be sure no traffic is approaching in either direction.
- Non-students are not allowed to board a school bus without the expressed permission of the district and the bus company.
- Be seated promptly without disturbing others and remain seated at all times. No student shall sit in the driver's seat at any time.
- Outside of ordinary conversation, classroom conduct must always be observed. Shouting, making loud noises, or using vulgar language is not allowed.
- Aisles are to be kept clear of backpacks, books, sports equipment, and musical instruments. Objects of any kind are not to be thrown either from or on the bus. No papers or other articles should be thrown on the floor.
- Any inappropriate conduct that distracts the driver and/or endangers the safety of self or others is prohibited.
- Students are to take only their assigned bus, and exit at their assigned stop, unless prior permission from parent/guardian is obtained from the main office.
- Students may be assigned a specific seat if deemed necessary by the driver and/or administration.
- The bus driver oversees the bus and is responsible for the safety of all bus riders. Students are to follow instructions promptly and without question.
- District policy prohibits the use of any tobacco, vaping, drugs or alcohol products on school buses.
- Food of any kind may not be eaten on the school buses.
- Students shall not open or close bus windows without the permission of the driver. Keep head, arms, and hands inside the bus.
- Students will report any accident or unsatisfactory conditions to the bus driver and/or principal.
- Parents/guardians of students damaging school buses will be responsible for proper reimbursement to the school district.
- Concerns or complaints should be addressed through the school principal or designee.
- Students are only allowed to listen to music or watch videos on the bus if they are wearing earbuds/pods. The use of their electronic devices cannot cause any distraction to the driver.
- For safety reasons, phones must be put away while entering and exiting the bus.

## **FIELD TRIPS/SCHOOL SPONSORED OVERNIGHT TRIPS**

Students are subject to school rules and regulations while on a field trip sponsored by SBRHS. Any student who violates school rules and regulations will be subject to disciplinary action as prescribed in the Student & Parent/Guardian Handbook.

Any student guilty of using, possessing, and/or distributing drugs or alcohol, or of being in the presence of drugs and alcohol and not reporting it, will be disciplined in accordance with the Student & Parent/Guardian Handbook. When the alcohol/drug policy is violated on an overnight trip, parents/guardians will be notified by the advisor and will be required, at their expense, and as soon as possible, to pick up their child at the site of the trip. This may be waived at the discretion of the administration if or when the distance prohibits

pick up.

Prior to leaving on an overnight field trip, a student's bags may be searched by an advisor or administrator. In addition, when there is reasonable suspicion, an advisor and/or administrator may search a student's luggage, belongings, or person consistent with the school's search and seizure policy, throughout the duration of the field trip.

Students should be aware of the following:

- Field trip participation by students is voluntary
- Students are responsible for making up all missed work
- SBRHS permission slips must be completed and returned to the sponsoring teacher at least two (2) days prior to the date of the field trip. A student who does not return a parental/guardian permission slip will not be allowed to participate
- There is no nurse present.

Students must submit schoolwork (homework, papers, projects) that is due on the day of a field trip before leaving for both in-house and out-of-school field trips. Students have the obligation to secure work they will miss during the trip, for both in-house and out-of-school field trips

### **Field Trip Vehicles:**

The SBRSD's policy regarding the use of vehicles to transport students is restricted to only approved vehicles as voted upon by the School Committee. Private vehicles may not be used for the purpose of transporting students.

### **DRESS CODE POLICY**

Students should be dressed in a manner that does not interfere with their health or safety, does not distract from the educational process, and does not interfere with the health and safety of their classmates. Student IDs should be worn every day and be clearly visible on their person.

The administration reserves the right to grant individuals an exception to the dress code policy in order to accommodate religious customs or medical needs.

- Coats and hats must be deposited in school lockers by 7:25 a.m. and should not be carried throughout the school during the school day (7:25 – 2:05 p.m.).
- Clothing which makes identification of the student difficult could impact safety in the school. Therefore, hats, hoods, and bandanas worn over the head, as well as sunglasses covering the eyes are prohibited.
  - Clothing which could create unsafe or unhealthy conditions for the student, or their classmates, in classrooms may be based on government regulations or teacher discretion.
  - The administration shall have the sole discretion in determining whether such clothing is unsafe or unhealthy. Such clothing includes, but is not limited to, excessively high-heeled shoes; cleated or spiked footwear; any ornamentation that could likely be used as a weapon; or any clothing that represents gang affiliation.
- No costumes, masks, makeup or accessories that makes the identification of a student difficult will be allowed unless defined by the administration.
- Blankets are not to be worn during the school day.
- Footwear must always be worn.
- Undergarments should not be worn as clothing and should be appropriately under other appropriate articles of clothing.
- Midriffs must be covered.
- Apparel or other modes of appearance should respect another person's race, color, sex, national origin, religion, or sexual orientation in order to foster an environment that makes it comfortable for all individuals to learn. Clothing which contains derogatory language, pictures or symbols that are obscene or defamatory, contain fighting words, or are intended to incite or advocate violence is prohibited.
- Clothing which advertises or alludes to drugs, alcohol, or tobacco products is forbidden in school since one of the school's missions is to promote good physical and emotional health.

### **RESPONSIBLE USE OF ELECTRONIC DEVICES**

Each classroom is equipped with a cell phone holder. Upon entering class, students are expected to place phones in their assigned holder. In the event of fire/safety drills, students should obtain phones upon leaving class. Medical exemptions will be dealt with on an individual basis.

## Communications

Texting/calling/communicating with anyone via an electronic device during school hours is prohibited. Parents/guardians should not be calling students during school hours. If there is an emergency and a parent/guardian needs to reach a student, please call the main office. Phones are available in the Main Office, Guidance, and the nurse's office if a student needs to reach out to their parent/guardian.

## Permitted Use

The only device allowed when taking an assessment, with teacher approval, is your Chromebook. This includes but is not limited to smart watches, cell phones and other electronic devices. If you must go to the restroom, you must leave your cell phone and smart watches with the teacher or wait until after the test is complete to use the restroom. Students who do not follow this procedure will receive a zero on their assessment.

Students may responsibly use electronic devices:

- In the Student Dining Center and Library Media Center.
- While in a classroom with teacher approval and following teacher directive.
- During the Case Rally in airport mode.
- On the school bus.

Students are expected to wear only one (1) ear bud/pod in the event that a teacher directive is given or an announcement is made. Music cannot be audible to anyone but the user. At no time should the external ring tones of the electronic device be audible to the general population. All electronic devices should be on SILENT during the school day. No noise and/or vibrating should be heard by anyone, as this is a disruption to others.

Students' inappropriate use of electronic devices includes, but may not be limited to:

- Taking or disseminating unauthorized photos or videos
- Using electronic devices in bathrooms, locker rooms, or other areas with an expectation of privacy. Violations of this policy will result in the following discipline:
  - **First Offense** – confiscation of the device, student pickup from assistant principal; warning logged in Aspen.
  - **Second Offense** – confiscation of the device, one day detention.
  - **Third and Fourth Offense** – confiscation of the device, one day Saturday School.
  - **Subsequent Offenses** – confiscation of the device, Principal's Hearing (37H3/4), picked up by parent/guardian.

\* Confiscated devices will be available for pick up at the end of the school day in the main office.

\*\*Any teacher that confiscates an item after 1:10 p.m. should be given back to the student at the end of the day.

**PLEASE NOTE:** Cell phones, like all other personal items brought into the school zone or school event, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police.

## Lost & Stolen Personal Devices

SBRHS is not responsible for any lost or stolen personal belongings brought onto school grounds. If an electronic device is lost or stolen, the owner may choose to file a complaint with the school resource officer and/or Somerset Police Department.

## Technology Ethics/Acceptable Use

For any information on SBRHS's computer care, maintenance, and support agreement as well as information on the SBRSD Acceptable Use/Internet Safety Policy (AUP/ISP) please click [here](#).

## Illegal Activity/System Security

It is important that parents/guardians and students refer to the AUP/ISP document available on our website [here](#). This document contains all information regarding illegal use of devices and activity.

## STUDENT DINING CENTER

The student dining center is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are offered at reasonable prices.

The following rules are for the student dining center:

- Deposit all litter and recyclables in the appropriate receptacles.
- Leave the table and floor around your place in a clean condition for others.
- Food is to remain only in the student dining center.
- Students may not have food or drink delivered to school property.
- Students may carry securely sealed water bottles in the corridors and in the classrooms.
- Students may not leave the SDC without a pass.
- Students cannot eat in the bathroom and must report to the SDC for lunch.
- Food throwing and/or inciting any type of disturbance in the Student Dining Center is prohibited.

## STUDENT VEHICLES/PARKING POLICY

### MASSACHUSETTS GENERAL LAWS, CH. 90, S. 16B

*Offensive or Illegal Operation of Motor Vehicles* – click on link [here](#) for more information.

Students wishing to park in the student parking lot must have a valid parking sticker for the year. Stickers are available to upcoming Seniors as a first priority. If there are spaces left over, they will be opened to underclassmen. Any student wishing to obtain a parking pass needs to complete the following steps:

- Obtain a parking application form from the website or main office.
- Have it signed by a parent/guardian.
- Return it to the main office along with a copy of the student driver's license to receive an annual parking tag.

Student parking passes will be distributed in the following manner:

- The number of parking passes sold per school year will be capped at 193.
- Each parking space will be numbered. Students will be assigned on a first come, first served basis.
- Parking passes will be available for all Junior class members to purchase prior to their Senior year.
- When school starts, the remaining passes will be available to underclassmen using a lottery system.
- 

To facilitate the safe and effective use of all vehicles by our students, the following regulations will govern the use of all vehicles to and from school and on school grounds:

- You must have an **active Driver's License** at the time of being issued a parking sticker in order to be considered eligible to receive one.
- Return completed form to the main office.
- Parking stickers are **non-transferable** and must remain on the assigned vehicle. You may not "share" your sticker with anyone.
- Upon receiving your yearly parking pass, the sticker must be placed on the **drivers' side front window**.
- If you change vehicles or plates at any time during the school year, you are responsible for updating your vehicle information with the main office. If your vehicle is temporarily unavailable (i.e., being repaired), you must come to the main office to obtain a temporary pass while using an alternate vehicle.
- This pass entitles the bearer the ability to park in our designated lot.
- Students are required to park in the designated student parking lot. Students may also park on the south side of Clifford M Holland Road and may park behind the fields on Prospect Street.
- Students who park in the teacher parking lots will be ticketed.
- As a condition of the parking privilege, a student must consent to having their personal vehicle searched when there is reason to suspect that a vehicle contains illegal substances and/or other illegal paraphernalia. Refusing consent will be considered an admission of guilt.
- All vehicles parked in the student parking lot should always be locked. Somerset Berkley Regional High School administration and Somerset Berkley Regional School Committee assumes no responsibility for lost or stolen belongings, nor any damage to vehicles and/or to personal property items contained therein.
- No car may break through the lines of departing buses during dismissal time.
- A dismissal pass must be obtained from the attendance office in order to access your vehicle or be dismissed during the school day.
- Safe operation of vehicles must be observed on campus **at all times**. The speed limit on school grounds is fifteen (15) MPH whether posted or not. Any reckless or careless driving as witnessed by any school staff members will result in parking privileges being revoked.

- No motor vehicle may be occupied while parked on school grounds during the school day.
- No students are to congregate in the parking lot at the beginning and/or at the end of the school day. Students are required to enter the building and/or exit the parking lot immediately.
- Somerset Police periodically monitor the school grounds and may issue parking violations without prior notice.
- Completed application, registration, and completed Dismissal Authorization form **must be submitted together** to the main office to be considered for a parking pass. Incomplete and/or missing forms will result in ineligibility to receive a pass.

**Failure to adhere to this policy will result in the suspension of parking privileges. All unauthorized vehicles will be reported to the police and may be towed at the owner's expense.**

**Prior to the start of the school year, we recommend you visit our website [here](#), to find out what to do if you are involved in a motor vehicle accident while on campus. We recommend you print out a copy and keep it in your vehicle at all times. You may also pick up a copy in the main office to keep in your vehicle.**

## **LOST AND FOUND**

All lost and found articles may be turned in to the main office where they may be claimed by their rightful owners. If you have lost an item, please check the main office as well as the lost and found area in the Student Dining Center. Any items not claimed by the Friday prior to the beginning of vacations (i.e. winter break, April vacation, and summer break) will be removed from the school and donated.

## **DRUG AND ALCOHOL/TOBACCO POLICY**

### **ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

A student shall not, regardless of the quantity, use or consume, possess, buy, or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/e-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9. Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening. All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2018

LEGAL REFS: M.G.L.71:2A; 71:96; 71:97; 272:40A

CROSS REFS: IHAMB, Teaching About Alcohol, Tobacco and Drugs

GBEC, Drug Free Workplace Policy

GBEC Tobacco use on School Property by Staff Members Prohibited

ADC, Tobacco Products on School Premises Prohibited

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, alcoholic beverages or intoxicant of any kind on school grounds at any time, or off school grounds at any school activity, function or event. Possession shall include being or remaining at a site, or in a room, building, or vehicle on school grounds or at a school activity, function or event, in which a controlled substance or alcohol is being used, consumed or possessed, including alcohol consumed or possessed by a person under the age of 21; provided, this "Presence Rule" shall not apply to activities which a student attends with their parent(s)/guardian(s) where alcohol is consumed as long as the

student does not personally consume alcohol. Use of a drug authorized by a medical prescription from a registered physician for the student shall not be considered a violation of this regulation. The nurse's office must be used to hold a student's prescribed drugs for the school day for obvious reasons.

Students involved in extracurricular activities please refer to the Chemical Health Violations under the "Extracurricular" section of the handbook.

### **Tobacco Products on School Premises Prohibited**

Use of any tobacco products within the school buildings, school facilities, on school district grounds or on school buses, or at school sponsored events by any individual, including school personnel and students, is always prohibited. Tobacco products include but are not limited to cigarettes, cigars, little cigars, chewing tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes, or other similar products that rely on vaporization or aerosolization. A staff member determined to be in violation of this policy shall be subject to disciplinary action. A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

Electronic monitoring may be used to monitor smoke/vapor on the premises. Possession of cigarette lighters, matches or other types of flammable igniters is also prohibited, and such materials will be subject to confiscation. Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

SOURCE: MASC July 2016

LEGAL REF: M.G.L. 71:37H; 270:6

CROSS REFS: GBED, Tobacco use on School Property by Staff Members Prohibited  
JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

### **Policy Regarding Use/Possession of Tobacco and Vaping Products**

State law prohibits the use of tobacco/vaping products within school buildings, the school facilities, on the school grounds, or on school buses by any individual, including school personnel. Use of tobacco/vaping products as stated above in the district policy will be confiscated, destroyed and a parent/guardian will be contacted to attend a Principal hearing 37h3/4 (M.G.L. 71:37H; 270:6).

*Programs are available to any student who would like to try to stop smoking. Please visit the health office for details.*

### **STUDENTS AT RISK FOR HARM TO OTHERS**

- Attention shall be paid to past disciplinary issues as they may relate to the current incident.
- Parents/guardians will be contacted. Parents/guardians will have the option to transport their student for the purpose of obtaining a mental health assessment from a licensed mental health professional. The school is not responsible for student transportation to the required location or cost of assessment.
- A re-entry meeting with the parent/guardian, student, and members of the Student Success Team (SST) will occur before a student should return to a regular school day. Plans for readmission will be reviewed and agreed upon.
- For Special Education Students, please refer to existing discipline codes and Federal/State Regulations.

### **STUDENTS AT RISK FOR HARM TO SELF**

- Parents/guardians will be contacted. Parents/guardians will have the option to transport students for the purpose of obtaining a mental health assessment from a licensed mental health professional. The school is not responsible for student transportation to the required location or cost of assessment.
- An assessment must indicate that the student is not harmful to themselves or to others before readmission can be considered.
- A re-entry meeting with the parent/guardian, student and members of the Student Success Team (SST) will occur before a student should return to a regular school day. Plans for readmission will be reviewed and agreed upon.
- The SBRSD will take the appropriate and necessary steps relative to the student's right to educational services.
- For Special Education Students, please refer to existing discipline codes and Federal/State Regulations.

# **SOMERSET BERKLEY SCHOOL DISTRICT POLICIES**

## **PARENT/GUARDIAN INVOLVEMENT AND RECOMMENDATIONS**

It is hoped that parents/guardians will share with us the responsibility for their student's success at SBRHS by carrying out the following suggestions at home:

- Share with the student the responsibility for being prompt.
- Be sure the student brings a lunch from home or is prepared to buy a hot lunch at school.
- Make provisions for a suitable place where the student may study with no distractions or interruptions.
- Provide necessary supplies for use in preparing home assignments.
- Assume the responsibility for checking your child's assignments, grades and attendance using your Aspen account.
- Feel perfectly at ease to contact the school as often as you feel necessary regarding your child. The student's best interest is of the utmost importance to both the home and the school. The lines of communication between school and home should always remain open.
- Build confidence in your child regarding the opportunities provided by a public school education, the outcome of which depends largely upon the student's willingness to work and attend school regularly.
- Make sure your child knows that students are required to conform to the rules of the Student & Parent/Guardian Handbook during school hours, on school buses or school provided transportation, after school while on school property and at all school related activities.

Parent/guardian participation is a vital component of a child's education. SBRHS offers a multitude of opportunities for parents/guardians to make a difference in their child's high school experience. Most opportunities consist of no more than a meeting once a month. Below is a list of parental/guardian groups for your consideration:

- PTO – Parent Teacher Organization
- Friends of Music
- SAC – School Advisory Council
- SBABC – Somerset Berkley Athletic Boosters Club
- SEPAC – Special Education Parents Advisory Council

Please visit the school website for more information regarding any of these groups.

### **Protocol for Classroom Observations**

SBRHS, in accordance with Section 3 of Chapter 71B of the General Laws, provides for parents/guardians or parent-designated independent evaluators and educational consultants, observations of a child's current program and/or of any program proposed for the child, including both academic and non-academic aspects of that program. Verbal/written requests are to be communicated to the school principal or designee two (2) school days prior to the time/date of the observation. Sufficient duration for observation will be afforded. The emphasis on the safety, integrity and confidentiality of our program may restrict any program observations.

### **FAMILY LIFE/SEX EDUCATION**

The Somerset Berkley Regional School Committee's policies regarding Family Life/Sex Education can be found on their [website](#). Please refer specifically to their policies on Health Education (IHAM) and Health Ed Exemption procedures (IHAM-R).



## **HAZING POLICY**

**MASSACHUSETTS GENERAL LAWS, CH. 269, Sections [17](#), [18](#) [19](#)**

Click section number for link to MA law.

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

For further information regarding the SBRSD Hazing Policy, please click [here](#) and reference section **JICFA-E**.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the SBRSD to provide an environment free from sexual harassment. The public schools are always committed to courteous and considerate treatment of its employees and students as an accepted behavior.

Consequently, the Somerset Berkley Regional School Committee endorses an atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial, or sexual conduct or comments regarding sexual orientation or gender identity.

All reports of harassment at SBRHS shall be made in writing and shall be directed to the principal/assistant principals and possible referral to Somerset Police Department.

The principal shall follow the policies as established by the Somerset Berkley Regional School Committee and shall investigate any report as said policy directs.

For further information regarding the SBRSD Sexual Harassment Policy, please click [here](#) and reference section **ACAB**.

## **SCHOOL ADVISORY COUNCIL**

A school council is a representative, school building-based committee composed of the principal, parents/guardians, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C. You can find more information [here](#).

## **PUBLICITY – EXCLUSION**

The school may on occasion release for publication a student's name, class photograph, participation in officially recognized activities and sports, degrees, honors, and awards, and post high school plans. If a family wishes to opt out of participation, please fill out the form at the beginning of the school year.

## **SCHOOL COMMITTEE POLICIES**

Several major aspects of School Committee policy concerning student behavior are as follows:

- Public education is the means that has been chosen to train young people in citizenship and in the development of their talents so as to ensure a productive life for themselves and a progressively better society for all; and since education benefits the individual as well as society, it is to be considered a great privilege as well as an obligation to attend a free public school.
- Although a public school system is responsible for the attendance of all students aged 7-16, it may legally deny membership temporarily, if said students refuse to subscribe to the regulations of the school system.
- The SBRSD exists for the benefit of society. No student has the right to disregard, offend, or treat lightly, either the institution or the officials appointed to maintain it. The Somerset School Committee has legal authority to exclude a student from the public schools for misconduct after giving the student and their parent/guardian an opportunity to be heard. It is expected in all schools that students will be responsive to school regulations.

### **Expectation of Students**

The School Committee takes the position that while students do not surrender any rights of citizenship while attending school, neither do they acquire any special rights, privileges, or immunities upon entering school. The committee maintains that the educational welfare of the individual student and of the larger school community is determinate. Therefore, all disciplinary actions and procedures must be directed toward serving educational ends. The school is a community with rules and regulations, and those who would enjoy

the rights and privileges it provides, must also accept the responsibilities that membership demands, including respect for and compliance with the school rules. More specifically, the School Committee expects that students in the SBRSD will:

- Conform to reasonable standards of speech, conduct and dress
- Refrain from violating the civil rights of others
- Appreciate the opportunity for the offered education

The student behavior code is governed by a legal standard of reasonable suspicion. When there is just reason to believe that a violation of the behavior code has occurred, and it meets the standards of reasonable suspicion, disciplinary proceedings will be implemented in accordance with the student behavior code.

For its part, the School Committee will provide and maintain a suitable environment for learning and expects that the school administration will maintain and facilitate the education program so that the needs of the individual student will be met.

The School Committee affirms that the administration, in order to implement these expectations, has the inherent and statutory responsibility and power to maintain order and discipline in the schools and to remove the privilege of school attendance temporarily from any member of the whole student community. The school administration has the further responsibility to recommend to the School Committee expulsion from school for those students who are habitually and overtly in defiance of school attendance, rules, and regulations. When the privilege of school attendance is to be removed or curtailed for a specific period of time, the rights of the student and their parents/guardians will be fully recognized in compliance with the General Laws, Chapter 71, s. 37H, s. 37H½, and s. 37H¾.

The principal may expel a student who possesses a dangerous weapon or controlled substance on school property or school related events; or assaults an educational staff member on school premises or at school sponsored or school related events. Any student committing any violation must receive a notice in writing of an opportunity for a hearing before the principal and can appeal to the Superintendent within ten (10) days from the date of the expulsion. Should the principal choose to suspend rather than expel the student, the principal must inform the School Committee in writing of the reasons. Finally, the responsibility for attendance and proper conduct in the SBRSD rests with the parents/guardians. The School Committee recognizes its responsibility to provide whatever services and opportunities are needed to assist the parent/guardian in meeting their obligation but maintains that the school cannot and should not attempt to do this alone.

## **RESIDENCY POLICY**

It is the policy of the Somerset Berkley Regional School Committee that all children who register and attend Somerset Berkley Regional School District (SBRSD) at the expense of the citizens of Somerset/Berkley are legal residents whose actual principle domicile is in Somerset or Berkley, or have been accepted as part of the School Choice program. Parents/guardians should understand that enrolling their child in the SBRSD is contingent upon the conditions of the Residency Policy (see district [website](#)). It should also be understood that violation of this policy may result in termination of the child's enrollment and parents/guardians may be liable for tuition reimbursement based on the number of days the student was enrolled in the SBRSD.

## **SECTION 504, TITLE IX & CIVIL RIGHTS POLICY**

Please visit the district [website](#) for school committee and district policies regarding Section 504, Title IX, and Civil Rights Policies.

## **NON-DISCRIMINATION STATEMENT**

Please visit the district [website](#) for school committee and district policies regarding non-discrimination.

## **AGE OF MAJORITY**

Please visit the Massachusetts General Laws website pertaining to the age of majority, which can be found [here](#).

**Please visit the district website for all other School Committee and School District policies [here](#).**

**If you are having technical difficulties accessing any of the websites referred to in this document, please contact the school for assistance.**