



Student Handbook 2020-2021

The Central Berkshire Regional School District does not discriminate on the basis of race, religion, color, age, gender, national origin, disability, homelessness, sexual orientation, gender identity, or veteran status.
Equal Opportunity Employer

Wahconah Regional High School

Student Handbook

(2020 - 2021)

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I. BACKGROUND, GREETINGS AND GENERAL INFORMATION

[THE POLICIES CONTAINED IN THIS HANDBOOK ARE SUBJECT TO REVISION AT ANY TIME. A COPY OF ANY REVISION WILL BE DISTRIBUTED TO STUDENTS AND MADE AVAILABLE TO ANYONE UPON REQUEST AT THE PRINCIPAL'S OFFICE.]

WAHCONAH REGIONAL HISTORY

Wahconah is named for a courageous and resourceful Native American Princess. The elders of the tribe wanted Wahconah to wed Miacomo to strengthen tribal ties with the Mohawks. She, however, was deeply in love with Nessacus, who had nearly lost his life rescuing her from a ferocious bear. Since both suitors had strong claims to her hand, it was decided to leave the matter to fate. Wahconah was placed in a canoe to drift to the left or right of a small island. Although the current seemed to favor Miacomo, the canoe went to Nessacus's side. Wahconah and Nessacus were married and lived happily ever after. (It was later discovered that Wahconah had rigged the canoe with an ingenious rudder).

Wahconah Regional High School is a comprehensive, four-year high school, originally designed to house about 650 pupils. When the school was first built, a staff of over fifty provided a pupil-staff ratio of less than sixteen to one. Currently, the student enrollment is about 520. The teaching staff currently consists of about fifty with additional support staff and counselors as well. Several additions have been made to the building facilities to house the increased enrollment. Two portable classrooms and five permanent classrooms have been added since the building was opened in the mid-1970s.

The professional staff is still small enough to permit informal communication between administrators, teachers and students. Wahconah's school environment allows for creative teaching in a reasonably structured atmosphere. Each department has made modern departures in method and content, and emphasis has been on the continuous improvement of instruction, but at the same time successful instruction practices are sustained. Becket, Cummington, Dalton, Hinsdale, Peru, Washington, and Windsor, with a total population of about 14,000, are residential towns that make up our school district. We also draw school choice students from surrounding communities as well.

PRINCIPAL'S MESSAGE

Welcome to Wahconah Regional High School! We are very pleased to have you as a student at our school and look forward to working with you through the next four years.

This handbook has been prepared to acquaint students with the rules and policies along with explanations of student life here at Wahconah. Our goal is to operate from a frame of mind that you are a mature, responsible person and that you will do your very best to make positive contributions to our school community. Therefore, we expect that you will display an appropriate level of maturity and responsibility each and every day.

Furthermore, it is important to remember that you must respect the rights of your fellow learners, whether they be students or staff. This handbook helps to clarify our expectations for you.

It is my sincere hope that you make the most of your high school experience here at Wahconah. My challenge to you is to find a way, however small, to contribute to the rich and celebrated history of our school.

Best of luck to you now and in the future.

Sincerely,

Paron M. Robb
Principal

ASSISTANT PRINCIPAL'S MESSAGE

On behalf of the staff and administration, I would like to take this moment to welcome you to Wahconah Regional High School. For over fifty years, Wahconah's staff has helped thousands of CBRSD students make their final four years of public education their absolute best. Therefore, the teachers, counselors, and administration of Wahconah are ready to help you improve both as a student and as a person.

I highly encourage you to become involved in our vast array of school activities. Your involvement in extracurricular activities, in addition to your studies, will help make you an attractive prospect for colleges who are looking to recruit well-rounded students. More importantly, you will develop deeper bonds with your fellow classmates that could develop into life-long friendships. It is through your increased involvement that you will develop the kind of pride, enthusiasm, and a sense of responsibility that is characteristic of an outstanding school citizen.

As stipulated by Massachusetts General Law, this Student Handbook has been prepared by the Student Handbook Committee in conjunction with the School Council and has been approved by the Central Berkshire Regional School District Committee. The purpose of this handbook is to acquaint you and your parents with the educational policies, facilities and student organizations of our school. It also contains the rules and regulations of the school, as well as a list and description of all school services, activities and other information that will enable you to understand and fully utilize the programs that are offered.

Ultimately, if you ever have a question, please do not hesitate to ask it. If you need help, please do not hesitate to request it. I will do my best to make myself available to you.

It is my hope that you have an enjoyable and productive four years at Wahconah. Good luck and have a great year!

Sincerely,

Stephen Messina
Assistant Principal

Remote Sample Student Schedule

For students engaged in remote learning from Sept. 15-Oct. 2

- Students will transition to hybrid learning on Oct. 5
- This does not apply to those students who expect to be engaging in the fully remote option for the remainder of the school year.

		Day 1	Day 2
TIME	LENGTH	CLASS	CLASS
8:00- 8:50	50 min via Zoom	A block class	B block class
8:55- 9:45	50 min via Zoom	C block class	D block class
10:00- 10:50	50 min via Zoom	E block class	F block class
10:55-11:45	50 min via Zoom	G block class	
11:45-1:15	90 min	Lunch & Asynchronous Learning	Lunch & Asynchronous Learning
1:15-2:15	60 min	Extra help by appointment and/or Asynchronous Learning	Extra help by appointment and/or Asynchronous Learning

Hybrid Sample Student Schedule

COHORT A

		MON Day 1	TUES	WED	THURS Day 2	FRI
TIME	LENGTH	CLASS			CLASS	
7:53-8:06	13 min	Transition			Transition	
8:06- 9:40	94 min	1(A) block class	Remote	Remote	2(B) block class	Remote
9:45- 11:19	94 min	3(C) block class	Remote	Remote	3(D) block class	Remote
11:24- 1:28	94 min +30 lunch	5(E) block class	Remote	Remote	6(F) block class	Remote
1:33- 2:21	48 min	7(G) block class	Remote	Remote	7(G) block class	Remote

COHORT B

		MON	TUES Day 1	WED	THURS	FRI Day 2
TIME	LENGTH		CLASS			CLASS
7:53-8:06	13 min		Transition			Transition
8:06- 9:40	94 min	Remote	1(A) block class	Remote	Remote	2(B) block class
9:45- 11:19	94 min	Remote	3(C) block class	Remote	Remote	3(D) block class
11:24- 1:28	94 min +30 lunch	Remote	5(E) block class	Remote	Remote	6(F) block class
1:33- 2:21	48 min	Remote	7(G) block class	Remote	Remote	7(G) block class

Wednesday - Remote Day For ALL Students

Synchronous learning time with classroom teacher via Zoom

BELL/TIME SCHEDULE

7:49	Teachers/Students Report to Homeroom (Warning Bell)
7:52 – 7:55	Homeroom
7:58 – 8:54	First Period
8:57 – 9:53	Second Period
9:56 – 10:52	Third Period (A.M. Session Ends)
10:55 – 12:25	Fourth Period
10:55 – 11:25	1st Lunch
11:25 – 11:55	2nd Lunch
11:55 – 12:25	3rd Lunch
12:28 – 1:23	Fifth Period
1:26 – 2:21	Sixth Period
2:21	School Ends
2:25 – 3:15	Detention/Activities
3:15 – 3:30	Late Bus Departure

The following is a list of radio and television stations that announce school closings due to weather or other reasons:

Radio Stations

WUHN/WHOOPEE/WBEC/LIVE 105
1110AM/95.9FM/1420AM/105.5FM
WBRK/WRCZ/Z101, Pittsfield
1340AM/101.7FM
WHMP, Northampton
1400AM/99.3FM
WHYN, Springfield
56Am/93.1FM/97.9FM
WNAW, North Adams
1230AM/100.1FM
WFLY/Fly92
WGY/810
WRVE/The River

Television Stations:
WWLP22-Springfield
Capital News 9
WNYT TV 13
WRGB TV 6
WTEN TV 10
WXXA TV Fox23
WGGB 40

BELL SCHEDULE (2 HOUR DELAY)

9:50	Teachers/Students Report to Homeroom (Warning Bell)
9:52-9:59	Homeroom
10:02-10:33	First Period
10:36-11:07	Second Period
11:10-12:40	FOURTH Period
11:10-11:40	First Lunch
11:40-12:10	Second Lunch
12:10-12:40	Third Lunch
12:43-1:14	THIRD Period
1:17-1:48	Fifth Period
1:51-2:21	Sixth Period
2:25-3:15	Detention/Activities
3:30	Late Bus Departure

BELL SCHEDULE (7TH PERIOD PM ASSEMBLY)

7:49	Teachers/Students Report to Homeroom (Warning Bell)
7:52-7:55	Homeroom
7:58-8:54	First Period
8:57-9:53	Second Period
9:56-10:52	Third Period
10:55-12:25	FOURTH PERIOD
10:55-11:25	First Lunch
11:25-11:55	Second Lunch
11:55-12:25	Third Lunch
12:28-12:53	Fifth Period
12:56-1:21	Sixth Period
1:24-2:21	ASSEMBLY
2:21-3:15	Detention/Activities
3:30	Late Bus Departure

DEPARTMENTAL DIRECTORY

2020-2021 ADMINISTRATION

Leslie Blake-Davis - Superintendent - 684-0320
Gregory Boino - Asst. Supt. of Operations & Finance - 684-0320
Deborah White - Interim Asst. Supt. of Teaching & Learning - 684-0320
Gretchen West - Director of Student Services - 655-0146
Aaron Robb - Principal - 684-1330
Stephen Messina - Assistant Principal - 684-1330

ART

Capogna, Bonnie
Scholz, Karen

BUSINESS EDUCATION

Durkee, Cindy
Pike, Jeffrey - Math/Bus. Coordinator

ENGLISH

Arroyo-Santos, Maura
Donovan, Meghann - Eng. Coordinator
Hirschegger, Molly
Pickard, John
Udel, Aaron
Walsh, Corey

MODERN & CLASSICAL LANGUAGE

Harrison, Tracy
Polo, Suzanne
Shannon, Meagan - MCL Coordinator

GUIDANCE

Grady, Catherine - Guid. Coordinator
Andersen, Peter
Salavantis, Katie
Sheppard, Shannon

INDUSTRIAL ARTS

Hiser, Pete
Ostrander, Matthew

LIBRARY/AUDIO VISUAL

Markland, Kelly

BAND/CHORAL

Hoffmann, Rebecca
Rabuse, Brian - Arts Coordinator

NURSE

Roy, Joan, RN

MATHEMATICS

Furtek, Cheryl
Gormalley, Bridget
Kowalczyk, Debbie

McLaughlin, Jacqueline
Walton, Melinda
Wesley, Lynn

PHYSICAL WELLNESS & HEALTH.

Gallagher, James
Mason, Kerry - Wellness Coordinator
Morrison, Lisa

SCIENCE

Dahari, David
Furlong, Eric
Lesage, April
Pegorari, Matthew
Swegel, Nicole
Therrien, Shawn - Sci/Engin. Coord. & Inst. Coach
Walsh, Nicole

SOCIAL STUDIES

Daley, Rocky
Murphy, John
Oliva, Frank
Patton, Bryan - Soc. St. Coordinator
Shannon, Jared
Smith, Hilary

SPECIAL EDUCATION

Keegan, Kara
Keller, Maria
LaMour, Jamie
Miller, Lara
Sullivan, Nate

ADMINISTRATIVE ASSISTANTS

Droehn, Diane
Farley, Lisa
Wetherell, Deborah

STUDENT SUPPORT STAFF

Katy Wixsom - Adjustment Counselor
Sutton, Sarah, - Psychologist

WORK STUDY COORDINATOR

Sheppard, Shannon

ATHLETIC DIRECTOR

Shannon, Jared

SCHOOL COMMITTEE

Craft-Reiss, Barbara, Chair -Becket
Peters, Richard, Vice Chair - Hinsdale
Alpert, Art - Becket
Bartels, Jr, John - Dalton
Case, Michael - Washington
DiFazio, Rob - Dalton
DiTomasso, Bonnie - Peru
Emerson, Todd - Cummington
Farley, Richard - Dalton
Galeucia, Christine - Hinsdale
Hinkley, Michael - Dalton
Lacatell, Richard – Dalton
Lattizori, Ellen - Dalton
Tucker, Nicole - Dalton
Wagner, Richard - Windsor

PARAPROFESSIONALS

Clark, Brenda
Duma, Danelle
Emerson, Karen
Goonan, Justine
Kasala, Tina
Kovacs, Diane
McAvoy, Karlene
Tucker, Cindy
Viner, Sharon

Title 1 Tutor

Moran, Janice

DIRECTORY INFORMATION

CBRSD website is frequently used to communicate important information. On the CBRSD website there is a Parent section: http://www.cbrsd.org/parents_community Information such as bus routes, prepayment of student meals online, asbestos notification, etc. are posted to the website. Please check this section frequently for updated information. If you require a hard copy of information be sent home, please contact your child's school to request hard copies of all information be sent.

A full policy manual can be found on the district website under the **School Committee Section** and will include Wahconah's time schedule, School Calendar, Information about school closings, breakfast and lunch information (including cost) and Free & Reduced Lunch information (forms are sent home the first day of school and are also available in the parent section of the school website.

Bus routes and transportation information is also located in the parent section of the school website. Bus routes are also posted in each school building in the main office. Information may also be obtained by contacting Dufour Bus Company or the Assistant Superintendent of Operations/Finance.

6430 Public Notice – Directory & Yearbook Information

6430.11

Central Berkshire Regional School District, pursuant to the Family Educational Rights and Privacy Act (FERPA), declares the following as "directory information" and that this information relating to students may be made public (the press, on a school website, or in any other manner if said information is within any of the following categories:

- A. Student's name, address, telephone listing, or image.
- B. Date and place of birth.
- C. Major field of study.
- D. Participation in officially recognized activities and sports.
- E. Weight and height of members of athletic teams.
- F. Degrees and awards received.

This information may be released to schools and organizations such as:

Regional vocational schools
County agricultural schools
Post-secondary schools, colleges and universities
Recruiters for the armed forces
School alumni organizations

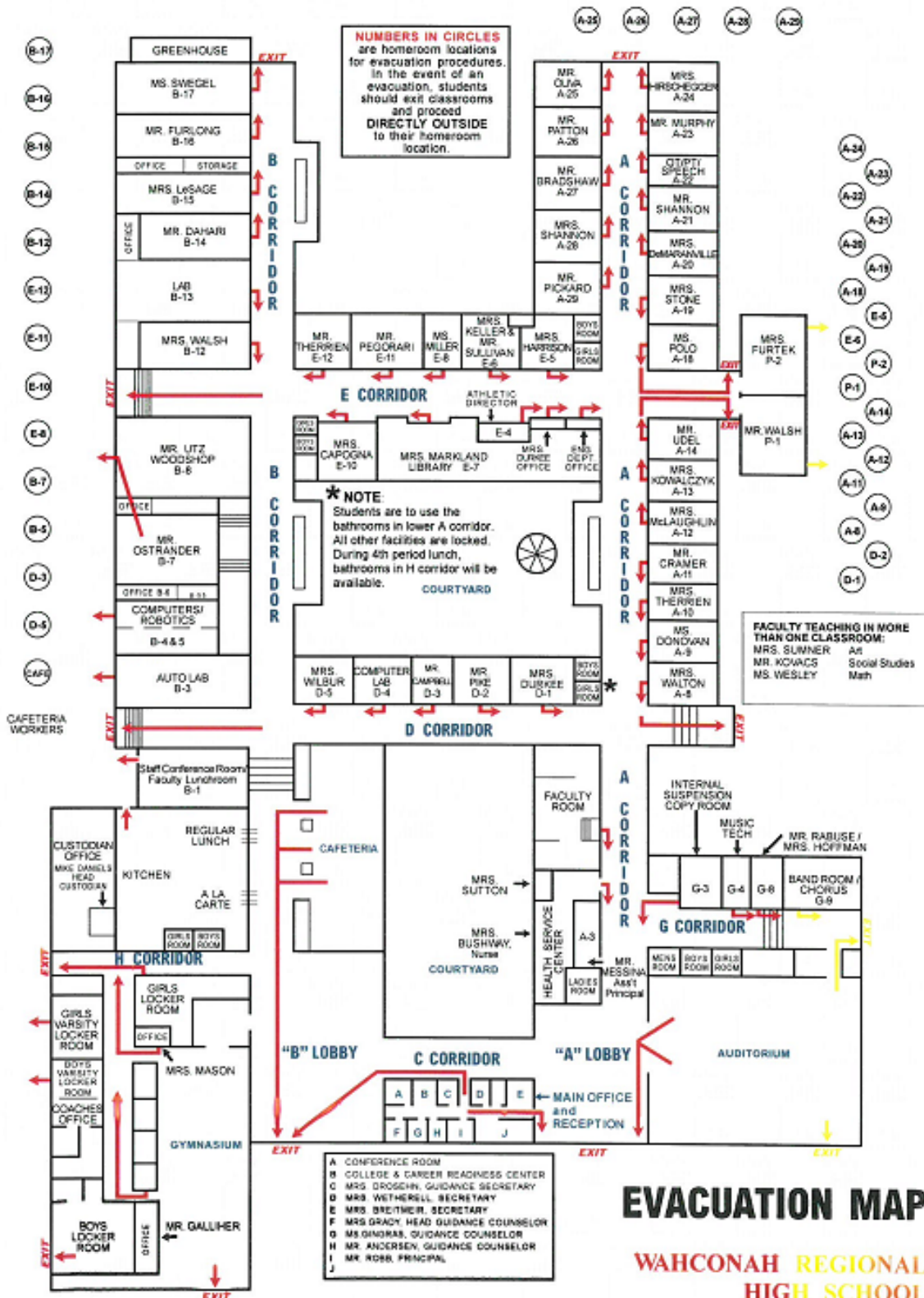
Any parent of any student in the district may notify the principal of the school in which said student attends, that none of the above information may be released without the parent's consent, provided that such notification is given within thirty (30) days of this publication notice.

Each school year the school must inform parents and eligible students that they have the right to request that directory information not be provided to recruiters of the armed forces. There will be a form available for students or parents to submit.

FIRE/EVACUATION/LOCKDOWN DRILLS

A number of emergency drills are held throughout the school year in preparation for a variety of situations. Fire Drills, Lockdown Drills and Weather Emergency Drills are all practiced periodically to prepare students and staff for potential emergencies.

FLOOR PLAN/EVACUATION MAP



EVACUATION MAP

WAHCONAH REGIONAL
HIGH SCHOOL
DALTON, MASSACHUSETTS

LUNCH DEPARTURE SCHEDULE *

4th Period

1 st Lunch	10:55– 11:25
2 nd Lunch - (All DLTs)	11:25 – 11:55
3 rd Lunch - PE Classes	11:55 – 12:25

*Classroom lunch periods are assigned different times – to be assigned by Asst. Principal and announced by classroom teacher.

MISSION STATEMENT

The Mission of the Central Berkshire Regional School District is to ensure that every student meets the highest possible education standards so that they may become responsible citizens able to meet the demands of a diverse and ever changing society.

Wahconah Regional High School is a culture to promote a comfortable, safe world of challenge, opportunity, consequence, and reward, which, together with family and community, embraces the diverse dreams, talent, efforts and accomplishments of its individual students, while preparing them in mind, body and spirit to continue to lead productive, happy lives in their expanding and changing worlds within and beyond high school.

Core Values:

At Wahconah, we R.I.S.E.:

- Resilience
- Integrity
- Self-Direction
- Empathy

21st Century Student Learning Expectations:

Students will:

1. Read, write, communicate and listen effectively.
2. Acquire, apply and create new ideas/knowledge using 21st Century media and technology.
3. Engage in a variety of activities that promote personal well-being, demonstrate personal and civic responsibility, and cultivate ethical behavior.
4. Develop work habits that promote adaptability and life-long learning.

STATEMENT OF CIVILITY

Our school is a place where students live, work, and grow together. Nothing is more important for students and families than a safe, orderly and supportive school environment. In order to maintain such an environment, students are required to treat one another in a respectful, civil manner. Students are expected to respect the spirit, differences, and feelings of schoolmates and to refrain from the use of insults and name-calling. Further, disorderly conduct or violence with an expressed racial, religious, or ethnic basis or for reasons expressed, or perceived, sexual orientation will not be tolerated. Students must not do "injury" to the spirit of others or the spirit of the school community by the use of racial, ethnic or other derogatory slurs, threats, or harassment.

STUDENT CONFLICT

It is the first and foremost important responsibility of the administration of Wahconah to establish and maintain a safe and productive learning environment for all students. In an effort to take a proactive stance on these issues, the administration and staff of Wahconah want to make it perfectly clear to ALL students that this type of behavior will not be tolerated and that it is the responsibility of each and every student to see to it that they stay clear of such conflicts.

Information regarding conflict can be reported to teachers, paraprofessionals, custodians, secretarial staff, guidance counselors, School Adjustment Counselors, the Principal, Assistant Principal or any other staff member.. Students must understand that we make every effort to see to it that any information provided is kept confidential. To ignore this individual responsibility of avoiding or failing to report conflict is contrary to the expectation of good school citizenship. We strongly urge ALL of you to accept these responsibilities to help insure that Wahconah Regional High School is a safe and productive learning environment for everyone.

WHERE TO GO

CIVIL DEFENSE ALARM - Stay where you are until an announcement is made.

TO SEE GUIDANCE COUNSELOR - Make an appointment with counselor. Enter Guidance Department through "C" corridor only.

IN CASE OF SICKNESS - To the nurse's office, **with a pass from your teacher.** *

TO FIND LOST ARTICLES - To the main office.

TO HAVE NOTICE READ ON P. A. - Have advisor/teacher email the Principal.

TO PUT UP POSTERS - Go to Assistant Principal.

EVACUATION DRILL - There is an evacuation plan for each room.

TO SEE THE PRINCIPAL - Make an appointment with his administrative assistant.

TO RUN FOR STUDENT COUNCIL OFFICE - See Student Council Advisor – (Guidance Administrative Assistant - Mrs. Drosehn).

IF YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER - Go to Main Office/Mrs. Wetherell.

IF YOU ARE TARDY FOR **CLASS** - Go immediately to that class.

IF YOU ARE LATE TO **SCHOOL** – Go directly to the **Main Office**.

IF YOU ARE ASKED TO LEAVE CLASS – Go directly to G-3 (Mr. Shannon's Room), the Assistant Principal's office..... *If the door is closed, go to the Main Office.*

IF YOU NEED TO BE DISMISSED – Bring parent's/guardian's note to the **Main Office - prior to homeroom.**

TO USE TELEPHONE – Classroom and Office phones may be used with permission only, and in-between classes - you should not be allowed to leave class to use the phone. *

TO WITHDRAW FROM SCHOOL - See Guidance Counselor/Administrator- (Clearance form provided by guidance counselor).

TO CHANGE SCHEDULE - See your Guidance counselor.

TO DEPOSIT MONEY - See the Principal's Administrative Assistant - Mrs. Wetherell).

TO PARK AT SCHOOL - Register at the **Main office** 7:30- 8:00 a.m. **and** 2:20-3:00 p.m.

TO REPORT A THEFT - Go to the Assistant Principal's office.

TO APPLY FOR FINANCIAL AID OR SCHOLARSHIPS - Go to Guidance Office.

TO FIND INFORMATION ON STUDENT ACTIVITIES - See Administration.

TO PLAY ON AN ATHLETIC TEAM - See Athletic Director, Mr. Shannon.

TO SEE PSYCHOLOGIST - Contact Guidance Counselor, School Nurse, Adjustment Counselor or Administration.

TO SEE SUBSTANCE ABUSE EDUCATOR - Health Center/Guidance Counselor/Adjustment Counselor.

***Students are not allowed to call their parents/guardians directly from an office phone or a cell phone to be dismissed -they must go through the health center if they are not feeling well.....**

II. ACADEMIC MATTERS

ACADEMIC INTEGRITY

Cheating on tests, copying assignments, or sharing work in any way not directly assigned by the teacher are forms of academic dishonesty. Giving or receiving help on tests or projects unless specifically permitted by the teacher are also forms of cheating. It is not acceptable to submit for any class a paper or project, or an assignment, written by the student for another course.

Every instance of cheating must be reported to the Assistant Principal or Principal. Students who are found guilty of cheating on any academic exercise will receive a zero for the assignment. There will be no opportunity to repeat the exercise. The teacher will notify the student's parent(s) of the incident and of the consequence. A conference may be held with the parent(s), student, guidance counselor, Assistant Principal, or Principal at that time. Disciplinary action or suspension may be a result of this meeting.

A second act of academic dishonesty must result in such a conference and further disciplinary action or suspension may occur at the conclusion of this meeting. The school must make it clear to all students that academic integrity is a key element of our educational system.

We take plagiarism in any form very seriously. Plagiarism is taking someone's words and/or ideas and passing them off as one's own. It is important in any research assignment to use the ideas of others, but it is equally important to give those sources proper credit. Wahconah uses the Modern Language Association Handbook as our format for the documentation of sources. This guidebook is available in all English classes.

The following list includes some examples of what we consider plagiarism. Individual teachers may have unique requirements that are not reflected here:

- Taking the words of another without acknowledging the source. This includes using the whole paper of another or just taking one sentence or a few significant phrases or words. If you are concerned about documentation, ask your teacher, or follow this simple rule: when in doubt, document the source.
- Taking the idea of a person without identifying the source. No matter how much you change the wording, the ideas are still not original to you. In addition, even if you thought of this idea before you saw it in print, it is always good to document an expert who has the same idea. This gives your idea much more credibility.
- Handing in a paper, project or homework written by another student.
- Allowing someone to hand in your work as his or her own. This includes using another student's computer file as your own or posting it to the network for others to take.
- Translation is one of the most important learning situations for students of modern and classical languages. Students are strictly forbidden to use any online translation services/devices/programs unless they are directed to do so by their teachers. Penalty for submitting an online translation, as one's own will be a zero for the assignment with no opportunity to resubmit the paper or project, as well as notification to the Assistant Principal and the student's parents/guardians.

ACADEMIC PROGRESS REPORTS (PowerSchool)

If a student is failing at the end of the marking period, it is the obligation of a parent to get in touch with the guidance department or other school personnel. Especially in cases of continued student failure, it becomes extremely important for the success of a student to have a parental conference with guidance and/or other school personnel.

PowerSchool serves as the "ongoing" progress report for all students. The purpose of PowerSchool is to inform parents and students of the current academic status in each class. PowerSchool will reflect the student's current grade along with a list of assignments that the student has completed or missed – such as homework, projects, quizzes, tests, classroom participation and their associated grade.

ACCREDITATION

Wahconah Regional High School is accredited by the New England Association of Schools and Colleges and the State Department of Education as a comprehensive high school.

ADMISSIONS REQUIREMENTS: MASSACHUSETTS STATE UNIVERSITY & UMASS MINIMUM ADMISSIONS REQUIREMENTS

The admissions standards for the state universities and UMass emphasize a strong academic high school background so that students enter college ready to learn. These standards represent minimum requirements; meeting them does not guarantee admission, since campus officials consider a wide range of factors in admissions decisions. Students shall have fulfilled all requirements for the high school diploma or its equivalent upon enrollment. It is important to note that admissions standards for the state's community colleges differ. Community colleges may admit any high school graduate or GED recipient.

Freshman Applicants

The admissions standards for freshmen applicants have two main parts:

1. 16 required academic courses.
2. A minimum required grade point average (GPA) earned in college preparatory courses completed at the time of application.

Applicants must also submit an SAT or ACT score.

Academic Course Requirement

Sixteen* college preparatory courses distributed as follows are required. (A course is equivalent to one full school year of study. Courses count toward the distribution only if passed.) * Effective with the college freshman class entering fall 2016, the number of required courses will increase to 17 with the additional year of math.

	REQUIREMENT FOR COLLEGE FRESHMEN CLASS ENTERING.....			
Subject	Fall 2014	Fall 2015	Fall 2016	Fall 2017 and beyond
English	4 courses			
Mathematics	3 courses (Algebra I & II and Geometry or Trigonometry or comparable classwork)		4 courses (Algebra I & II and Geometry or Trigonometry or comparable classwork) in the final year of high school	
Sciences	3 courses (drawn from Natural Science and/or Physical Science and/or Technology/Engineering; including 2 courses with laboratory work); <i>Technology/engineering courses must be designated as science courses (taken for science credit) by the high school.</i>			3 courses (drawn from Natural Science and/or Physical Science and/or Technology/Engineering; including 3 courses with laboratory work);
Social Sciences	2 courses (including 1 course in U.S. History)			
Foreign Languages	2 courses (in a single language)			
Electives	2 courses (from the above subjects or from the Arts & Humanities or Computer Sciences)			

Minimum Required Grade Point Average (GPA)

The required minimum weighted high school GPA is 3.0 (85) for the four-year public campuses. No applicant with a high school GPA below 2.0 (75) may be admitted to a state university or University of Massachusetts campus.

Sliding Scale (used when GPA is lower than the minimum required GPA)

If an applicant's GPA falls below the required minimum, a sliding scale will apply. This scale should be used only when an applicant's GPA falls below the required 3.0 (85) minimum for admission to the state universities or UMass. Details can be found at <http://www.mass.edu/forstudents/admissions/admissionsstandards.asp>, or you can see your Guidance Counselor.

SAT 1 or ACT Test Requirements

If you are applying to UMASS or a State College within three years of your high school graduation, you should take the SAT1 or ACT test and have your scores sent to the college of your choice. No minimum test scores must be earned, unless your GPA falls below the minimum required. If it does not, you still may be eligible for admission based on your SAT 1 or ACT scores. In the chart below, look for your GPA in the first column, and read across to find the SAT1 or ACT test score you must have to meet the admission standard. Students who meet the minimum GPA requirement should not use this chart.

	<u>WRHS</u>	<u>GPA</u>	<u>SAT1</u>	<u>ACT</u>
Scores*				
				**
				**
	78.1-82.9	2.51-2.99	890	19
	77.1-78	2.41-2.50	930	20
	76.1-77	2.31-2.40	970	21
	75.1-76	2.21-2.30	1010	22
	74.1-75	2.11-2.20	1050	23
	73.1-74	2.01-2.10	1090	24
	73	2.00	1130	25

*The WRHS GPA will be re-calculated by the college (Only College Prep coursework will be counted). WRHS counts all courses that meet every day in our GPA.

**Must equal or exceed.

DROPPING COURSES

These guidelines are to be followed by students that are planning to drop a course:

1. Once students officially begin classes, a "withdraw" must occur within the first two weeks, with no grade jeopardy. Extenuating circumstances will be determined by the Principal, Head Counselor, teacher and student.
2. After the two-week withdrawal period, a student failing must continue to attend classes and be encouraged to obtain a passing grade; OR -
3. If the student withdraws between the third and last week of the marking period, he/she will carry a grade of 50 that will be computed in his/her official average.
4. No student with a passing grade will be allowed to withdraw after the second week; (extenuating circumstances to be reviewed by the Principal, Head Counselor, teacher, and student).

COLLEGE & CAREER READINESS PROGRAM (Formerly Work/Study Program)

The College and Career Readiness Program (internship) will help students gain comprehensive career preparation during high school in order to prepare for a long term successful area in the area of their choice. Students gain knowledge about various industries, have first-hand experience in the workplace, and begin postsecondary education. Via this program, students can take advantage of on-site work placement for both paid and unpaid internships. They will have the opportunity to earn school credit for hours while working in a career or college-aligned placement during part of the school day or after normal school hours.

As a program participant, students:

- Enter the program to learn as much as the training supervisor can provide in the nature of occupational information, skills and attitudes.
- Shall abide by the rules and standards set forth by the training supervisor at the work site.
- Shall abide by the dress code set forth at the training site.
- Shall follow all school regulations and policies as stated in the Student Handbook. Detention or suspension for ANY REASON must be served immediately. Detentions take precedence over the job and notification to the job supervisor must be made by the student. Failure to report to detention will result in not being allowed

to report to work.

- Will be required to occasionally stay after the morning session if student is in "academic need".
- Will notify the training supervisor, as soon as possible, if he/she is going to be absent from or tardy to work.
- Will NOT report to work if he/she is absent from school that day. **No School=No Work.** Students who do not follow this rule are subject to dismissal from the program.
- Shall give advance notice to training supervisor of days when school is scheduled to be closed (teacher's professional days, holidays, vacation, etc.). Reasonable notice should also be given for snow days as well. If, however, the student accepts a job where the expectation from the job site is to work during a "busy" time period, students must honor their commitment.
- Shall submit his/her payroll stub and /or work log to the College and Career Readiness Coordinator in a timely manner, as proof of hours worked. Hours worked will be logged in to the student's records. A log of hours worked must be maintained and signed by the supervisor for students on an unpaid internship.
- Will complete a daily reflection journal, quarterly assignments targeted toward college and career readiness skills, and attend quarterly peer meeting.
- Will meet the minimum number of hours per week required by this contract, but may work additional hours if the student so wishes.
- Understand that unexcused/excessive tardiness and absences will be handled according to the rules set down in the Student Handbook for ALL STUDENTS.
- Shall give equal priority to school work and job performance.
- Shall **sign out of school** on a sign out sheet in the Main Office.

EDUCATION FOR PREGNANT STUDENTS

The right to an education is a basic right and cannot be denied to a pregnant student.

1. It is recommended that a student who becomes pregnant inform her guidance counselor of her condition.
2. School counseling services will be made available, as appropriate.
3. A student is to be encouraged to remain in school as long as her condition permits.
4. Pregnant students are eligible to take part in those support programs that are provided by the District. When programs exist outside the District, the District's guidance counselor will make arrangements through the Superintendent's office for appropriate placement and funding, and the student/parent shall provide the transportation.
5. Support programs will be correlated with the student's core program of studies. The District's guidance department will authorize and arrange academic credit.
6. After the birth of the child, the student will be encouraged to remain in school.

Policy 6740 (revised April 23, 1987)

ENGLISH LANGUAGE LEARNERS

A student whose home language is not English, as shown on the district home language survey, after consultation with the family is administered an English language proficiency assessment. If deemed necessary based on the assessment results, the student receives ELL services. Parents have the option to request a waiver to attend mainstream classes without ELL support/sheltered instruction. Information regarding this process can be obtained by contacting the ELL Coordinator.

Primary Home Language Survey

CBRSD will administer a Primary Home Language Survey (PHLS) for EVERY new student who enrolls in the CBRSD Schools as part of our standard enrollment procedure. Enrollment of new students happens at:

1. Pre-K and K registration and screening each spring
2. During the school year at each school building
3. Over the summer at each school building

Students are eligible to exit the ELL program once state and local assessments indicate that a transitional level of English proficiency has been achieved. Upon exiting, students are monitored for two years to ensure appropriate transition into the mainstream classroom setting. Should the student demonstrate a need for English language support, s/he may be accepted back into the ELL program.

For information regarding the ELL program, translation of written material, scheduling a translator for a meeting, entrance and exiting procedures, and the right of families of English Language Learner students, *please call the Director of Students Services Gretchen West (413) 655-0146.*

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to all federally protected groups, including but not limited to, race, color, sex, religion, national origin, sexual orientation, disability, homelessness, or gender identity.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (known as Chapter 622 of the Acts of 1971), which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, disability, homelessness, or gender identity.

This will include all federally protected groups not specifically named. This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Education in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. [76:5](#); [76:16](#); (Chapter 622 of the Acts of 1971)

Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78

Board of Education, Chapter 766 Regulations 10/74 - amended through 3/28/78

603 CMR [26:00](#)

Adopted: January 24, 2008

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law (McKinney-Vento Homeless Education Act), the district will work with homeless students and their families to provide stability in school attendance and other services. To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs. Title 1, similar state programs, special education, vocational and technical programs, gifted and talented programs and school nutrition programs.

The Homeless/Unaccompanied Youth Education Liaison is Gretchen West (655-0146) gwest@cbrsd.org

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;

5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples;

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families' resident in the District.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

LEGAL REFS.: Title I, Part C
No Child Left Behind Act, 2002
Adopted: January 24, 2008

Note: The name and contact information for the Homeless/Unaccompanied Youth Education Liaison is:
Gretchen West
80 Maple Street
Hinsdale, MA 01235
Tel: (413) 655-0146
Email: gwest@cbrsd.org

HOMEBOUND POLICY

In accordance with Chapter 766 Regulations, we will provide tutoring for students who will be absent for a prolonged period of time due to physical and/or emotional disabilities.

Regulations

Homebound and in-school instruction guidelines:

I. Regulations, Chapter 766 (502.70 Summary):

There are two types of programs within this prototype: For both types, the child's physical condition rather than an IEP (Individual Educational Plan) specifies the home or hospital placement. Basically, the Type A program involves children confined for a period of not less than fourteen days nor more than sixty days during any school year, in order not to endanger the health or safety of such child or that of others. The type B program is provided for a child who, in the judgment of the child's physician, will have to remain at home or in a hospital for more than sixty days during the school year in order not to endanger the health and safety of such a child or that of others.

In a Type A program, tutoring is provided without TEAM involvement, unless a psychiatrist recommends a Type A program and the child has not had an evaluation during the past months, then the child will be referred for a full evaluation. In the Type B program, the TEAM and the Supervisor of Special Services will develop an IEP for the child.

II. Types of Disabilities:

Type A Program:

502.7 (a) (I) Tutoring shall be provided at the child's home or at the hospital to which the child is confined.

502.7 (a) (11) Tutoring shall be provided at a time mutually agreed to by the child's parents and the Supervisor of Special Services.

502.7 (a) (III) Its content shall be the same as the content of the program which is being provided in the class which the child would normally attend if able to attend public school; provided, however, that such program shall be reduced if the child's physician states that a lesser curriculum would be in the child's best interest.

502.7 (a) (V) The teacher providing the Type A program shall instruct the child in accordance with the program content required by 502.7 (a) (III), coordinate such instruction with the teachers of the program in which the child would be placed if able to attend school, and report on the child's progress to such teachers and the principal of the school the child would normally attend.

Type B Program:

502.7 (b) (I) A child who would qualify for a Type A program except that the child's physician has referred the child for an evaluation.

502.7 (b) (II) A child who, in the judgment of the child's physician, will have to remain at home or in a hospital for more than sixty days during any school year in order not to endanger the health and/or safety of such child or that of others. The Supervisor of Special Services shall refer such child for an evaluation.

502.7 (b) (III) A child who has been in a Type A program for fifty days, and who, in the judgment of the child's physician will be required to remain in a home or hospital program for more than sixty days. The Supervisor of Special Services shall refer all such children for an evaluation. Such Supervisor shall be responsible for advising the physician that such fifty day period is about to expire.

III. Hours Assigned:

Secondary grades will receive a maximum of TEN (10) hours per week. Home instruction will be limited to the following subjects:

English Mathematics
Social Studies Science

Reading

Foreign Languages

Business

The classroom teacher shall be responsible for the student's grade, unless that teacher agrees to delegate the grading to the tutor (in whole or in part).

HOMEWORK

In addition to helping students gain mastery of content and skills, well-conceived homework assignments can help students develop independent study skills and habits. The following guidelines will apply to homework assignments in the school district:

The teacher is responsible for helping students and parents understand the reasons for homework and their procedures for giving and evaluating homework assignments.

The care with which a homework assignment is given, the quality of the responses of students, and the nature of the follow-up activities in the classroom are of greater importance than the quantity of work involved in a homework assignment.

The amount of homework and the length of time available to the student to complete the assignment should be appropriate to the age and maturity of the student.

Inasmuch as students within the same class differ in their abilities, interests, and educational needs, teachers are encouraged to develop several different homework assignments for the same class.

Homework should never be given to an individual student or to a class for disciplinary reasons.

Students have the right to know and be given explanations concerning assignments as explained in our above policy. Students have the responsibility to do all the assigned work given each day and to be prepared each day for class including preparation for tests, quizzes and class participation.

All regular classes have minimum requirements for written work. This is usually accomplished at least in part by assigning homework. It is expected that all homework be completed and turned in on time. Teachers are encouraged not to administer tests until all assignments are turned in. Any papers or projects that are submitted after the specified due date will be penalized 10 points for each day the assignment is late. This penalty includes papers and projects that are not submitted on the due date because of an absence. Exceptions to this policy due to uncontrollable circumstances will be determined by the administration.

Students that do not turn homework in on time can expect that points will be deducted.

Students can also expect a reduction in grade if assignments (homework/projects) are not turned in.

Teachers can grade homework using their own methods, and may also deny tests and give no credit to assignments not completed.

JANUS PROGRAM

The JANUS program is an "at-risk" educational platform unique to Wahconah. It is designed to provide alternative educational programming for students who are at risk of dropping out of high school and/or are in need of alternative instructional delivery. The primary deliverer of instruction will be the APEX online learning system. The number of students allowed to participate in this program is limited due to the cost of purchasing APEX licensing and scheduling restrictions. Therefore, a panel of Wahconah and district staff will select student participants based on academic need and other qualifications. Upon acceptance into this program, students' continued participation will be assessed on a quarterly basis.

MAKE-UP TESTS/QUIZZES, ASSIGNMENTS & ASSESSMENTS

It is the responsibility of all students to make up tests missed within five (5) school days beginning with the first day of

their return to school. Students should schedule with each teacher concerned, the day that they can take the test. No after school activity can be used to excuse test taking between the end of the last period and 3:30.

In the event that a student returns to school but is not in attendance for five (5) consecutive days, the teacher will determine when make-up test/quiz will be taken.

If five days elapse during which a test is not made up, the student will lose the right to take the test. A mark of zero will be given on tests not made up.

Teachers are encouraged to prepare different tests for make-up exams. They are also encouraged not to administer a test until all assignments are turned in.

MAKE-UP WORK

It is the responsibility of all students to turn in assignments as soon as possible upon returning to school. The 5-day limit is to be used unless the teacher and student make other arrangements. Teachers are encouraged not to administer a test until all assignments are turned in.

In the event that a student arrives at school tardy and has missed a test/quiz. It is the student's responsibility to make it up after school that day, or, make arrangements with the teacher. Failure to do so will result in loss of grade for that test/quiz.

A student can expect a mark of zero if homework is not turned in.

INCOMPLETE REGULATIONS

The following is the school's policy on "incomplete." Extenuating circumstances will be subject to review by the administration, the teacher and the student:

ALL TERMS - 5 days after the quarter report card is issued, any assignment not completed will receive a zero, and be averaged into the term mark and final grade.

HONOR ROLL

Following each term, the Honor Roll is posted. The Honor Roll is governed by the following rules:

1. High Honors - the student must have a GPA of 90 and above (no grade below 70).
2. Honors - the student's GPA must be 85-90 (no grade below 70).
3. Credits - the student's GPA must be 80-85 (no grade below 70).
4. Students receiving unsatisfactory comments on their report cards invalidate their Honor Roll status. Report Card Comment Codes can be seen below:

WRHS REPORT COMMENT CODES

Students receiving comment codes in the 80's or 90's will not be allowed on honor rolls. Students receiving codes 78 or 79 will lose course credit.

WORK HABITS	ATTITUDE/BEHAVIOR
1. Excellent work habits 2. Self reliant 3. Shows initiative 4. Takes pride in work 5. Uses time productively 6. Consistently works well 7. Attentive/consistent focus 8. Interested in this subject 9. Shows originality 10. Aptitude in this area 11. Pronunciation is excellent 12. Puts forth excellent effort 13. Lab work is excellent	40. Excellent attitude 41. Exceptionally positive behavior 42. Cooperative and attentive 43. Demonstrates positive leadership 44. Excellent group skills 45. Encourages others positively 46. Nice to have in class 47. Positive attitude toward class 48. Always courteous <i>EXCELLENT</i>
16. Good work habits 17. Careful and accurate work 18. Continues to work well 19. Good class participation 20. Skills have improved 21. Good effort 22. Conscientious student 23. Shows improvement 24. Good project 25. Good note-taking skills 26. Uses time well 27. Pronunciation has improved 28. Lab work is good.	56. Good attitude 57. Attitude toward class improving 58. Acceptable class behavior 59. Improved class behavior 60. Usually courteous 61. Usually courteous 62. Works well with others 63. Friendly and helpful 64. Considerate of others <i>GOOD</i>
30. Fair work habits 31. Inconsistent homework effort 32. Inattentive/inconsistent focus 33. Low tests scores 34. Pronunciation needs improvement 35. Does not participate in class 36. Takes poor notes 37. Capable of better work 38. Lab work needs improvement 39. Assignments passed in late	70. Attitude is fair 71. Lacks initiative 72. Distracted by social relationships 73. Talks too much 74. Not particularly courteous 75. Seems to listen 76. Frequently absent from class 77. Frequently tardy to class 78. Loss of course credit due to attendance policy <i>FAIR</i>
80. Unsatisfactory work habits 81. Careless or inaccurate work 82. Class requirements not being met 83. Some assigned work not submitted 84. Big drop off in effort last few weeks 85. Puts forth little effort 86. Frequently unprepared for class 87. Does not complete assigned work 88. Did not take final exam	90. Attitude is poor 91. Lack of self control in class 92. Loud and disruptive behavior 93. Uses inappropriate language 94. Class behavior needs improvement 95. Parent/Teacher conference desired 96. Creates a disturbance 97. Distracts other students 98. Negative attitude toward class 99. Uncooperative and discourteous <i>POOR</i>

MARKING SYSTEM

A five-point (ABCDF) is utilized for marking purposes; A, B, C, and D are passing grades.

Explanation of letter grades:

A mark of "A" indicates the student has a thorough grasp of the subject matter, makes contributions to the work of the class, and does more work and better quality work than is required.

A mark of "B" indicates the student has a clear and accurate grasp of the subject matter, shows a tendency to improve the quality of his work, and is well versed in the course material.

A mark of "C" indicates the student demonstrates a fair knowledge of the subject matter and tries to develop good study habits.

A mark of "D" indicates the student does not demonstrate a satisfactory understanding of the subject matter and completes required assignments at minimum standards.

A mark of "F" indicates the student has not met minimum course standards, has not completed required assignments or has consistently done work of inferior quality.

The following are numerical grading equivalents:

100 - 90 =	"A"
89 - 80 =	"B"
79 - 70 =	"C"
69 - 60 =	"D"
Below 60 =	"F"

No student can receive higher than the numerical equivalent of 100.

The following is our marking policy:

Semester Course: 40% minimum first term (lowest grade a student can receive)
Numerical grade 2nd term (actual grade student earned)

Year Course: 40% minimum first two terms (lowest grade a student can receive)
Numerical grade 3rd and 4th term (actual grade student earned)

Failure to take a final examination will result in loss of credit, unless an emergency or serious illness intervenes. Students/parents must communicate with the administration concerning any such emergency.

Class participation is mandatory - there is a direct correlation between class participation and grades. Absent from school for the day (or from a class) is directly linked to time on learning and will result in a reduction in a student's grade. (see Attendance Policies, f.)

MARRIED STUDENTS

No student will be denied an education because of marriage. Marriage does add considerably to a student's responsibilities. Guidance counselors are ready to advise and assist whenever and however possible.

PARENT/GUARDIAN CONTACT INFORMATION

Parents/Guardians are expected to supply information (name, address, home phone, work phone, cell phone, email address) for **all legal** parents/guardians. Forms will be handed out in homeroom the first day of school and must be returned to the homeroom teacher by the end of the first week. Any change throughout the school year **must be updated** with the school.

PROGRAM OF STUDIES

Students should refer to their Program of Studies for information on Guidance Services, Graduation Requirements, Methods of Earning Credits, Course Offering, etc. This will be most helpful to students in many different areas of scholastic information. The Program of Studies can be found on the Wahconah website under the "Academics" tab.

PROMOTION POLICY

The following are the minimum credits to enter the next grade:

10 th grade: (Sophomore) -	25 credits
11 th grade (Junior)-	55 credits
12 th grade (Senior)-	85 credits
Graduation-	115

REPORT CARDS

Report cards are issued four times a year, generally within two weeks following the close of a term. The length of a term is approximately ten weeks. Eligibility requirements go into effect when report cards are issued. Report cards for the last term will be mailed within two weeks after the close of school.

Up-to-date grades, etc. can be viewed on PowerSchool. The purpose of PowerSchool is to inform parents and students of the current academic status in each class. PowerSchool will reflect the student's current grade along with a list of assignments that the student has completed or missed – such as homework, projects, quizzes, tests, classroom participation and their associated grade.

RIGHTS OF STUDENTS WITH DISABILITIES

Section 504: A student with a disability recognized under the federal statute known as Section 504 (29 USC S 794[a]) is entitled to accommodation of that disability to the extent that it interferes with the student's ability to participate in or benefit from any education or other program of the CBRSD. Section 504 also prohibits discrimination against any student based on such a disability. A student whose disability is recognized under special education law, known as the Individuals with Disabilities Education Act (IDEA: see USC S 1401 [3]) is entitled to educational programs and assignments that are designed to develop her/his educational potential (MGLc71B S1). Section 504 accommodation plans and special education individualized education programs (IEPs) must be developed in accordance with procedures set out in federal and Massachusetts law and regulations. Questions about eligibility for a 504 Accommodation Plan should be directed to your child's building principal.

Special Education: Students found eligible for special education will receive all protections outlined under the Massachusetts Special Education Laws and Federal Guidelines. If you have concerns your child may require an evaluation to determine eligibility for special education talk with your child's teacher. Any parent, caregiver or professional concerned about a student's development may refer the child for a special education evaluation. Eligibility is based on the identification of a disability, lack of progress as a result of the disability and need for specialized instruction. A student eligible for special education has an individualized education program developed to provide specialized instruction in the least restrictive setting.

SCHEDULE CHANGES

A student wishing to change his/her schedule in any way should see a guidance counselor before or after school or by appointment during study time.

Schedule changes are kept to a minimum and are generally limited to the first two weeks of each semester. Changes are only made for very special reasons. Dropping a course after one term might result in a failing grade for that particular course.

Changing a class after the second week of a semester can only be accomplished by having a meeting of the teacher, guidance counselor, administrator, parent and the student upon approval by the majority of the above named.

SCHOOL RECORDS

Students have the right to inspect their school records in accordance with the provisions of the "Student Records Regulations" approved by the Massachusetts Board of Education on January 28, 1975, a copy of which can be obtained from the building principal or guidance department. Students have the responsibility to abide by said regulations.

SUMMER SCHOOL

Students who fail a course or cannot fit a course into their schedule or lose credit due to poor attendance may be able to take a summer school course. See your Guidance Counselor for information concerning course and fees and location. Minimum requirements for applying for summer school: are: Final average of 40-49 (results in a 4 week

summer school program), final average of 50-59 (results in 2 weeks summer school program), and completion of any/all major projects.

VISITING COLLEGES

Students will be granted one college visit during the school year. This will be counted as **an excused absence** (and will not count as a class absence for loss of credit). Additional and subsequent college visits should be planned for vacation days. In cases where students need to go a great distance or because of scheduling by colleges, special privileges may be granted through the Guidance Office.

VOCATIONAL STUDENTS

Students in secondary school, grades 9-12, who are interested in obtaining a vocational education must submit an application to the Superintendent of Schools of the Central Berkshire Regional School District prior to April 1st of the preceding school year.

Candidates for post secondary vocational education must submit an application to the Superintendent of Schools of the Central Berkshire Regional School District prior to February 1st of the preceding school year.

WITHDRAWAL

Every student who changes schools or withdraws for any purpose must have clearance from school personnel. Clearance must be issued through the guidance office.

When a student plans to transfer to another school or drop out of school for any reason, they should report to the guidance office three (3) days ahead of time. This will allow time to settle accounts pertaining to school property. A special clearance form should be obtained in the guidance office. The student is responsible for having the form signed by the librarian, guidance counselor, and classroom teachers, whereby money owed will be noted and grades to date of leaving will be recorded. Students intending to drop out will be required to attend a "continuing education" meeting with the Principal, Guidance Counselor, and parent/guardian.

Records will not be sent until all obligations have been met and books have been returned.

III STUDENT LIFE

ACTIVITY SCHEDULES

All athletic activities are under the control of the Director of Athletics, and in conjunction with the school administration.

All non-athletic activities must be scheduled through the Principal.

An official Google school calendar is maintained by the Principal and can be accessed via the Wahconah website.

APPROVAL OF CLUBS AND STUDENT GROUPS

1. Every club must have a constitution, legally and organizationally sound.
2. A copy should be filed with the Student Council and the Principal.
3. The planning of fund-raising activities should take place during the meeting time of the student group or club and not during regular class time.
4. An authorized group or club is one approved by the Student Council and the Administration.
5. All fundraising events must be specifically related to the organization budget or estimated expenses.

ASSEMBLIES AND RALLIES

A number of times during the school year, assemblies will be held for various purposes. These might be to commemorate a national holiday, to recognize a season of the year, to hear a speaker, to hold a student program, or for entertainment by an enjoyable education program. In all cases certain standards of behavior are expected.

- Students enter the auditorium quickly, quietly and as directed by their teachers.
- Courteous attention is given to the program, with reasonable hand applause.
- Hollering, whistling, shouting and booing are never acceptable.

Occasionally special pep rallies are held at which time organized cheering, sometimes competitive cheering, are arranged.

Sixth period assemblies or rallies are considered to be part of the school curriculum and part of the school day. They are not to be used as a reason to be dismissed from school.

AWARD ASSEMBLIES

Award assemblies follow the fall, winter and spring sports seasons. In the spring of each year, an "Evening of Excellence" in non-sports activities is held. Occasionally, special awards assemblies will be scheduled during the year. The Wahconah Booster Club holds a special banquet in the spring of each year to honor all seniors that have earned a letter during their four years at Wahconah. Seniors are also presented a plaque in recognition of their letter awards.

CHAPERONES

All school functions must be properly chaperoned by school personnel and parents. The names of these personnel and parents must be filed with the Administration prior to the event. All chaperones must have an approved CORI check prior to participating in any student related activity.

Chaperones are vital to the success of field trips and other special school functions. The following guidelines should be adhered to:

1. Review the list of students you have been assigned and check names as they enter the bus.
2. Stay with the students you have been assigned for the duration of the trip. If there is a problem and you're not with the students, you will be seen as wrong.
3. Sit with the students on the bus (chaperones should spread out on the bus).
4. Tolerate no level of bad behavior.
5. Avoid confrontation with the students. Ask a teacher for assistance if a student is not listening to you.
6. Always inform the teacher in charge of anything that has happened that should not have happened. It is the

- teacher's responsibility to determine what action, if any, should be taken.
7. Report any serious problems to the administration immediately. Make sure you have the administrator's home telephone number in the event that it is necessary to call after school hours or on a weekend.
 8. Stress to the students that all school rules are in force for the duration of the trip.
 9. Any student who is injured is to be taken to the head chaperone or to the person in charge of first aid.
 10. Chaperones are not allowed to bring guests on the bus.
 11. If a student is not returning home on the bus, a note must be given to the head chaperone (or teacher in charge) and the parent/guardian must pick up the student at the bus.
 12. A head-count must be taken before the bus departs.
 13. Upon returning home, chaperones must make sure that the bus is clean; students should collect all trash from under the seats; students should wipe up any spills; all articles of clothing left should be collected and turned over to the teacher in charge.

All chaperones should have a copy of the itinerary and written guidelines. Provisions should be made to send serious offenders home immediately at the parent's expense. *All school rules apply.* No smoking or drinking alcoholic beverages (students and chaperones); no vulgar language; no screw top bottles.

CHARGE FOR ADMISSION

Any student activity sponsored by a student organization for which admission is charged, must have the approval of the Administration. All details concerning any student sponsored activity must receive the approval of the school administration.

CLASS ACTIVITIES

Seniors, Juniors, Sophomores, and Freshmen meet at some time during school to plan activities and projects. Each class is assigned an advisor. Dues are usually determined in the freshman year and are used to pay for senior year expenses. Students are encouraged to spread their payments over their four years here. No student may attend the prom until the set yearly rate is paid in full. If a student chooses not to attend prom or their senior week activities, they will be expected to pay \$60 to cover graduation expenses or may risk losing the privilege of participating in Class Night, Class Trip, Senior Assembly and Graduation ceremonies.

CLASS AND CLUB FUNDS

Class and club funds must be approved by the class/club advisor and deposited with the school bookkeeper. Any fund-drive involving students or teachers must be authorized by the administration. Class funds and class monies are recorded in the school account in the main office and deposited with the school bookkeeper. Deposits must be made by completing deposit forms signed by the advisor.

All treasurers are responsible to the authorities, as well as their clubs for their accounts. Before purchasing items, the treasurers of clubs and organizations must obtain a purchase order from the main office. This must be signed by the advisor and class treasurer before the purchase, and presented at the place of business. Fundraising drives are limited to one per year per class or organization (9-12); exceptions to this require School Committee approval.

The cash balance from each graduating class, after all the bills are paid, will be deposited in a savings account in the name of the class. Class officers and advisors will be notified of this action. This will absolve the principal of WRHS, the class advisors, the members of the School Committee and the Central Berkshire Regional School District of all control, responsibility and liability for such funds once they are deposited.

CLASS NIGHT

An evening in late May or early June is reserved for the graduating senior class for the presentation of awards and scholarships. The awards and scholarships are provided by many local organizations, faculty members, and school related groups, and are evidence of the generous support by local citizens for continuing education.

CLUBS AND ACTIVITIES

All students are eligible to join the club of their choice. There will be no initiations. Guidelines for membership are available from the club's advisor. Meetings will not be held during exam week.

Students who represent the school in any activity are expected to exhibit exemplary conduct at all times. All participants are expected to have regular attendance. If you are absent from school, the day of an activity you may not take part in extracurricular activities including athletics. Tardiness extending past 9:00 a.m. will result in

ineligibility for that day unless sanctioned by the administration. Excessive absences might result in the student being ineligible. If a student is suspended from school, he/she may not participate in any extra-curricular activity.

ACADEMIC DECATHLON (Science Olympiad)

Academic Decathlon is a competitive knowledge team that competes in November against other teams from local high schools. Participating students must be acquired from each of three GPA groups in order to be eligible. Teams are given topics or subject areas to study and the competitions are held twice annually at participating schools. Based on the final placement of the team within a region, a school may advance onto the State final level in March.

DRAMA

The Apollonian Players (Drama Club) is open to students who have a real interest in one or more of the following phases of play production: acting, assisting in directing, stage managing, program presentation, music, dancing, makeup, printing, sewing, carpentry and painting. The purpose of this club is to give students a valuable means of developing their talents and a source of giving, as well as gaining pleasure. Three major productions are presented each year; a straight play (drama or comedy); a musical; and a one-act play, which is entered as part of the Massachusetts High School Drama Guild competition.

FRENCH CLUB

The French Club meets periodically and consists of a short business meeting, a discussion of French topics, and refreshments - "a la francaise". We have a fundraiser and go to language oriented activities. We also have a pen-pal program. The group is a social setting for the encouragement of Foreign Language study.

LATIN CLUB

The Latin Club is open to all students at Wahconah who are pursuing the study of Latin, or who have had at least two years' study of the language. Club members will participate in such activities as field trips, the annual Classics Day program sponsored by the Pioneer Valley Classical Association, and on-campus social and academic events. Officers are installed each September.

MARCHING BAND, CONCERT BAND AND STAGE BAND

Students interested in taking band may take it as a regular part of their high school schedule. Band is a regular part of the school curriculum. (Refer to the "Program of Studies").

MOCK TRIAL

This group of students is assigned roles and re-enact court cases. They compete against several other schools in the area

MUSIC/CHORUS

Students interested in music activities may take band or chorus as a regular part of their high school schedule. Chorus is a regular part of the school curriculum. (Refer to your booklet, "Program of Studies")

NATIONAL HONOR SOCIETY

Membership in the society is based on excellence in four areas: scholarship, leadership, service and character. The national charter requires a minimum of 90% cumulative grade average for acceptance and continued membership in the society.

Actual selection is made by a five person faculty committee. The grade point average and other relevant data about each potential inductee is gathered by the advisors and submitted to the selection committee for determining eligibility on the basis of a scale. Any student who is dissatisfied with the decision of the faculty may go before an appeals board.

During the first term of the junior year, eligible students are selected for membership. Seniors who have attained the standards of membership by this marking period are also inducted at that time.

To all incoming freshman and transfer students, we urge you to take your studies seriously and work hard to meet the standards of membership of the National Honor Society. The full procedure for admission can be obtained from the advisors.

QUIZ TEAM

The quiz team competes in several county meets throughout the year. They also participate in "As Schools Match Wits."

DANCES

No tickets will be sold at the door. Since most dances are held on Friday, all tickets will be sold throughout the day of the dance (usually Friday), with sales ending with third lunch (12:30). All tickets sold must correspond with the proper name and number.

No one will be admitted to a dance one hour after the start of the dance, and no refunds will be given.

Prom/Semi-Formal dances cannot be attended until all outstanding class dues/financial obligations have been met.

Only Wahconah students will be admitted to a dance, except for our Semi-Formal, Prom or other off campus dances. Students bringing non-Wahconah students to the prom must obtain the appropriate form, available in the Main Office, and bring it to the guest's school to be filled out by their administration. If the guest is not in high school, information of their most recent high school placement (name and phone #) must be provided. This form is due back to Mr. Messina by October 1st for the Semi Formal approval and May 1st for Prom approval. Students who do not bring in the appropriately completed form by the deadline, will not be allowed to bring that guest to the prom....no exceptions will be made. Guests must be under 21 years of age in order to attend any school dance.

Attendance at any dance (on or off campus) may not be allowed if a student is suspended from school for any violent or drug/alcohol related offense at any time during the current school year. Any student in this situation must appeal his/her case to the administration for a decision, the result of which will be final.

Coats must be kept in a designated area, and no back packs will be allowed.

Anyone causing a problem at a dance, even if not a suspendable offense, may be excluded from all dances for the remainder of the school year.

There will be no inappropriate dancing- (including, but not limited to, slam dancing, dirty dancing, grinding, banging bodies, passing bodies, or flipping). Students dancing in this manner will be asked to stop and subsequent inappropriate dancing will result in being removed from the dance.

The bank of lights in close proximity to the kitchen wall must remain on during the entire dance.

Two police officers must be retained for a dance, one to check the parking lot and one assigned inside the dance area.

One chaperone for every thirty students must be retained. A minimum of eight chaperones (including two staff members) must be retained before a dance will receive administrative approval.

All dances end at 10:00 p.m. (earlier times would be considered).

Drugs, alcohol, and tobacco, per school rule, are suspendable offenses, and parents will be notified as soon as possible.

The Dress Code (under STUDENT DRESS & GROOMING) applies to all dances.

DECORATIONS

All decorations must be fireproof and should not permanently mar or mark the walls, woodwork, ceilings, etc. Decorations must meet the Massachusetts Regulations as set forth in Fire Prevention Regulation #20. No natural Christmas trees or natural wreaths should be used. Any artificial trees which are used shall be properly supported and located as to not block an exit. All electric lights and cords shall be "UL" approved. All decorations being installed for any period of time must be approved by our local Fire Chief.

INTERSCHOLASTIC SPORTS

Students interested in participating in Interscholastic Sports/Activities are offered an opportunity to compete at their maximum level of activity. Students can choose from many different sports activities and, in most cases, at two different levels of competition - Varsity and Junior Varsity.

Wahconah Regional High School's Athletic Department oversees all Wahconah Athletics, at the direction of the Athletic Director. The AD handles the parental permission form, the athletic training code, information on insurance, physical examinations, time of practice sessions, names of coaches, and activities offered at that particular time of

the year.

All students are invited to participate in the Interscholastic Sports Activities program at Wahconah Regional High School. The following activities are offered:

BASEBALL - Varsity and Junior Varsity play approximately a 20 game schedule.

BASKETBALL - Varsity and Junior Varsity girls and boys play approximately 20 games.

CHEERLEADING - Fall and Winter Varsity squads will cheer at most athletic contests, home and away.

CROSS COUNTRY - Varsity and Junior Varsity boys and girls participate in approximately 14 meets.

FOOTBALL - Varsity and Junior Varsity play approximately a 9 game season.

GOLF - Varsity boys and girls participate in approximately 14 matches in the fall.

HOCKEY - Participants will play an 18-20 game schedule. (Home games/practice will be at the Pittsfield Boys & Girls Club).

INTRAMURALS -In the winter, a co-ed *basketball* intramural league is organized. The teams are coached by teachers. Students may sign up for intramural basketball after Thanksgiving vacation.

A two-person team badminton tournament is offered. The single elimination tournament lasts approximately 3-4 weeks.

LACROSSE – Varsity and JV boys and girls compete in approximately 18 games per season.

SKIING - Boys and Girls Varsity compete in approximately 10 meets which include Alpine and Nordic events.

SWIMMING - Boys and Girls Varsity compete in approximately 18 meets per year.

SOCCER - Varsity and Junior Varsity boys and girls play approximately an 18 game schedule.

SOFTBALL - Varsity and Junior Varsity girls play approximately a 20 game schedule.

TRACK & FIELD - Boys Varsity and Girls Varsity compete in approximately 8 meets per year.

VOLLEYBALL - Wahconah girls are part of the Berkshire County Volleyball League and are scheduled for 14 matches.

JUNIOR/SENIOR PROM

The Junior Class sponsors a formal dance in honor of the graduating senior class in late May or early June. A theme is selected and the planning, decorating and sale of tickets requires much hard work on the part of the committee and class members. However, the effort is well worth the memories of a happy and successful evening. Generally, seniors are the invited guests of the Junior Class. Each year the juniors give favors to the participants, however, glasses or cups symbolizing drinking alcohol will no longer be allowed as favors. Class dues/obligations must be met in order to attend the prom. No one 21 years or older are permitted to attend the dance as guests. All financial obligations must be met in order to attend.

LEADERSHIP STANDARDS

Leadership positions at Wahconah Regional (student members to the school committee, club officers, student council officers and representatives, class officers, student advisory council members, team or activity captain, should be held only by those students who can be role models for the entire school body.

Academic: No final course grades of "F" in a course during the academic year preceding that for which a leadership position is sought nor in any quarter of the academic year in which a student is holding a leadership position.

Disciplinary:

- No in or out-of-school suspensions from school in the academic year preceding that for which a leadership position is sought nor during the year in which a student is holding a leadership position.
- An attendance record that is less than ten percent for the year preceding that for which a leadership position is sought and while holding a leadership position. The Assistant Principal will have discretion to determine whether or not a student's attendance record is in compliance.
- A behavioral record that shows no major discipline problems for the year preceding that for which a leadership position is sought and while holding a leadership position.

LEADERSHIP PROCESS

Team/Group/Activity leaders/captains will be selected via a process of the head coach's/advisor's choosing. However, prior to officially naming captains/leaders, all head coaches/advisors must submit the list of potential captains/leaders to the Athletic Director and administration for review. The student's discipline, academic, and attendance record will be taken into account during the review. If the Athletic Director and/or administration have concerns, a meeting may be required with the head coach/advisor in order to arrive at some sort of resolution.

Students have the right to fair and consistent disciplinary actions by coaches/advisors and administrators. Students shall be informed of the specific policy or regulations, which has been violated and shall be given the opportunity to present his or her side of the issue before a decision is rendered. Due process is explained in the Student Handbook.

MASSACHUSETTS REGIONAL ADVISORY COUNCIL

Students interested in becoming involved with this Council are to take out nomination papers at the main office and must run for election.

Students are elected by the student body and all students (except seniors) are eligible. Elections are held in the spring of each year. Students elected will represent Wahconah Regional High School on the State Department of Education Regional Advisory Board.

PARTIES AND PICNICS

Parties and picnics of school organizations are the responsibility of the school. These functions must be properly chaperoned and approved by the administration.

No parties should be held during the school day unless they serve a definite educational purpose and are approved by the administration.

REPRESENTATIVE TO BOYS AND GIRLS STATE

In the spring of each year, the junior class nominates four boys and four girls from the class to be Boys and Girls State Representatives. These students must possess the following capabilities: high academic achievement, honesty, courage, good character and leadership. This list of students is then presented to the faculty members, who rank the students based on the same qualities. The Dalton American Legion and the Dalton American Legion Auxiliary make the final selection of four boys and four girls from those nominated.

SCHOOL ADVISORY COMMITTEE

A School Advisory Committee is made up of parents and citizens for the purpose of cooperatively assisting the Principal in the identification of educational needs and in the solving of educational problems. Parents and students interested in this committee are asked to contact the school administration.

SCHOOL COUNCIL

The School Council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students that each school is required to establish pursuant to Massachusetts General Laws, Chapter 71, Section 59C of Section 53 of the Acts of 1993. Teachers, parents and community can become more committed to improving the schools and more supportive of the public school system when they enjoy the opportunity to serve or be represented on a school council that has a role in shaping policies and programs at the school. The council should be working to create a school environment which unites all members of the school community in a sense of belonging, commitment and growth. The council should try to improve student outcomes and place a high value on site-based decision making.

SENIOR ASSEMBLY

This tradition began with the class of 1990 for the class of 1989 and will be presented to each graduating class in the future. Each junior class will be challenged to bring its own talents to make senior assembly a memorable occasion for the graduating senior class, and the entire school. The following juniors will be ineligible to participate in the Senior Assembly: those who received 2 or more F's on their third term report card; any junior who has fallen into the 5/10 day absence category third and/or fourth term (second semester) ; has an accumulation of close to 20 absences for the year and/or has excessive tardiness to school; any junior suspended from school for any reason during the fourth term. **There will be no exceptions made to these eligibility rules.**

SENIOR BANQUET

A date in late May or early June is reserved for the Senior Banquet (should the class choose to have one). Seniors enjoy an evening of entertainment and dancing.

SENIOR PICNIC

A day in late May or early June is chosen for the Senior Picnic. A day of fun and recreational activities is enjoyed by seniors and class advisors. If a skip day is confirmed by the administration, the senior picnic will be the first function to be canceled.

SENIOR YEARBOOK

The editor-in-chief of the yearbook is selected in the spring prior to his/her senior year. Once the editor-in-chief has been selected, the staff is organized. Any student interested in working on the yearbook is welcome and encouraged to help. Traditionally, the yearbook has been known as the "ARROW."

Yearbooks are distributed in the fall following graduation in order that spring sports, senior banquet, picnic, and graduation pictures are included.

STUDENT COUNCIL

The Student Council is the forum which represents the entire school body. The main functions of the Council are to provide a means for the expression of student interests; to unify and coordinate student and club activities; to uphold school customs and traditions; to promote student-faculty relations; to encourage the practice of democracy and develop school spirit, student morale, and pride in Wahconah Regional High; to carry on worthwhile projects, and to promote school-community relations.

Its immediate purpose is to build school leadership and participation. As a type of student government, the Council gives each student an opportunity to be a better citizen. Each council member has the responsibility and authority to insist on good citizenship and help to correct inappropriate behavior by speaking to the offender or referring to a staff member. In the spring, the students elect officers and members for the coming school year. The Council will listen to the students' suggestions and criticisms, as it is the only student organization that can speak for the entire student body. Students interested in running for election are asked to contact the Student Council Advisor.

STUDENT ADVISORY TO THE PRINCIPAL

Students who are interested in volunteering their time will be given the opportunity to serve on various student-faculty committees. Students and the Principal will discuss issues that will improve the climate of the school.

STUDENT REPRESENTATIVE TO THE SCHOOL COMMITTEE

Students interested may take out nomination papers from the main office and run for election. Students are elected by the entire student body in the spring of each year and all students are eligible. Five students will be elected to represent Wahconah Regional High School on the School Committee. These five shall select a chairperson who shall serve as a non voting, ex-officio member of the Central Berkshire Regional School Committee, as mandated by G.L., Chapter 71, Section 38M, State of Massachusetts.

TRIP PERMISSION

Students are advised that trip permission slips are required for all trips which necessitate a student leaving school. Included are such trips as college interviews and tests for the armed forces. The permission slips are to be obtained in the Guidance Department ahead of time, filled out and signed by a parent or guardian and returned to your counselor prior to the time that you plan to leave school. Students will not be allowed to leave school unless the trip permission slip has been filled out, signed and returned. Notes signed by parents or guardians will not suffice unless

they contain the same information and statements as permission slips. All students that wish to participate in a school trip activity will have their health records reviewed by the school nurse for any special health concerns.

VALUABLES

Students should not bring large sums of money or other valuables to school. Students finding it necessary to bring such valuables to school, may leave them with their teachers, Assistant Principal, or in the main office. Students are advised to adhere to this policy at all times. Lockers should be kept locked.

IV. SCHOOL FACILITIES AND SERVICES FOR STUDENTS

AUDIOVISUAL AIDS

Teachers and students may make reservations for equipment through the Librarian.

ENERGY CONSERVATION

Students are expected to help in every possible way in the conservation of energy. Suggestions include: turning off lights; keeping windows closed; conserving hot water; especially minimizing the use of outside doors during the winter months, i.e., not using the doors at the end of A and B corridors during the cold weather.

HEALTH CENTER

Physical Examinations/Screenings: Under state law students new to the school system must present results of a comprehensive physical examination within six months of enrollment and at intervals of either three or four years thereafter. A physical exam record must be provided to the school for the beginning of ninth grade. (If your child had a physical exam during the school year, please provide the school nurse with a copy of the updated record). The exam should be within 12 months of starting 9th grade and be mailed or brought in to the school nurse. The Massachusetts Department of Public Health requires schools to conduct the following screenings: A confidential SBIRT substance abuse screening is conducted in 9th grade. Postural screening is done for all 9th graders as well. Parents are notified of the results only when the screening requires PCP follow up. Vision and hearing screening is done on all 10th graders and likewise parents are mailed a notice if their child does not pass either screening. 10th graders also have their height and weight measured and BMI calculated. An information packet from DPH with the student's ht/wt/BMI is mailed home per state regulation, to the parent/guardian of all 10th graders.

An **emergency card** is kept by the nurse for each student. Please notify the nurse of any changes in your child's health, medication, new immunizations or emergency contacts during the school year. In the case of injury or illness, first aid, nursing assessment and care will be provided by the nurse. If the EMERGENCY MEDICAL SERVICE is summoned, every effort will be made to contact the parent/guardian. It is therefore **imperative that students return their emergency cards the first week of school**. The card has a place for parents to give permission for the nurse to administer a few medications, if the nurse assesses that it is warranted. The administration of any other medication during the school day requires a written dr.'s order (for long term medication) and parent/guardian written permission. All medication must be delivered to the school nurse in a pharmacy labeled container. The student is responsible for reporting to the nurse for scheduled medication.

Massachusetts State Law requires all students show proof of having received the required immunizations and are up to date for their age, before attending school. The only accepted exceptions are for medical or religious reasons. Records will be given to the school nurse for verification and record keeping purposes. (Immunization requirements vary by grade - contact your child's school nurse if you have any questions). Seniors are given their health record with a copy of their immunizations at the end of the school year. Students should keep this record in a safe place for future reference, as colleges and some work places also have immunization requirements.

Students should be feeling well before coming to school. Students should stay home if they have had a fever of over 100 degrees, vomiting or diarrhea in the last 24 hrs. Parents are asked to notify the school nurse if their child develops a contagious illness such as mononucleosis or sustains a significant injury. Students with chronic health conditions and their parent/guardian are asked to meet with the school nurse at the beginning of the year to develop or update their health care plan.

A student is welcome to discuss any problem or concern with the school nurse. A parent or teacher may also refer a student to the nurse if a concern becomes evident. Students are required to get a pass from their teacher before reporting to the nurse during the school day unless it is an emergency situation. The nurse's office is closed during first period except for emergencies.

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the CBRSC has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexually issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involves human sexual education or human sexuality issues for the school in which their child/ward is in attendance. Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, if any are necessary, and will inform parents/guardians that they may:

- inspect and review program instructional materials for these curricula
- arrange with the principal to review the materials at the school, or may arrange to review them with the Superintendent of Schools.
- exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy will be given an alternative assignment.

Decisions as to the applicability of curricula under this policy shall be decided in conformance with Policy 5520 of the CBRSC. Any parent/guardian who is still dissatisfied after the process described in Policy 5520 may send a written request to the Commissioner of Education for review. The Superintendent of Schools will distribute a copy of this policy to each principal by September 1st of each year.

Procedure to be used:

1. Each year the Superintendent of Schools will send a copy of the policy and these procedures to each building principal, or program director in the case of such program. Said principals or directors shall be responsible for implementation of said policy.
2. Each principal or director shall have a brief but specific description prepared for parents/guardians of each curricula in his/her building applicable to this policy. In the event that a specific course is problematical to this policy, the principal or director shall discuss the appropriateness of the curricula to the policy with the Superintendent for the applicability of the curricula to this policy.
3. If there is a curricula change during the school year, to the extent practicable, the parents/guardians will be notified of this fact in a timely manner before implementation.
4. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. This responsibility shall be either the school principal or his designee.
5. A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may request of the Superintendent a review of the issue. The Superintendent shall follow the procedures set out in Policy 5520 for determination of the matter.

A SUBSTANCE ABUSE EDUCATION EDUCATOR may be available one day a week. The specialist meets with students in individual, group and classroom settings. Basic refusal skill building, alternatives to substance abuse, resisting peer pressure, and consequences of substance abuse are some of the topics that are explored.

The SCHOOL ADJUSTMENT COUNSELOR is located in Room A10. Students are seen individually, or may participate in groups to address emotional issues that may interfere with a student's school performance. All sessions are confidential. Appointments may be made by stopping by A10 Guidance Department or through the Administration.

HOT LUNCH

Families meeting the Federal Income Poverty Guidelines may be eligible for free or reduced price lunch. Forms are available in the cafeteria office or main office.

INTERCOM USE

Notices to be read on the intercom must be emailed in advance to the Principal. Occasionally, students are asked to read the announcements with permission. Announcements will be made during homeroom, during 3rd period and at 2:15 when necessary.

LIBRARY MEDIA SERVICES

The school library will be open between the hours of 7:50 a.m. and 2:50 p.m. Many classes will use the library during the year and be given instructions to its uses and operation. This is done in conjunction with your regularly scheduled English classes.

Students can reserve all materials made available in the library. All books and materials are free on a loan system; however, certain books and materials cannot leave the premises.

LOCKERS

Lockers are assigned by homeroom teachers. Students may use only the locker to which they have been assigned. Students may bring their own locks, but should leave a duplicate key in the Assistant Principal's office for use if they forget their own key. Locked lockers help to prevent loss of books and other student belongings. Students should not leave money or valuables (including purses and calculators) in an unlocked locker. It should be reported immediately to the administration if you have anything stolen from your locker or if your locker is defective or damaged. If not reported immediately, students will be held responsible. Lockers should be kept clean and orderly. Several locker clean outs are planned each year.

Students must understand that their lockers are the property of the school. On occasion, a student's locker (given reasonable suspicion), will be searched by the school administration. Students will be held accountable for whatever is found in their locker.

POSTERS AND BULLETIN BOARDS

Bulletin boards and display cases are for general information concerning all students. All posters and notices for dances, campaigns, etc. must be approved by the administration. Tape is to be used only on surfaces that are approved by school officials.

TELEPHONE

Students are not permitted to use classroom/ office phone except in cases of emergencies and with permission only. Students are not allowed to use the phones during class time, and should inform their parents that personal calls are discouraged. Classes will not be interrupted for messages from parents/guardians. Students will be called down for messages at the end of the day. Lines must be kept open for school business and emergencies. Students will be immediately notified of an emergency phone call (by parent/guardian only).

TEXTBOOKS

Textbooks are provided by the school district with the expectation that a certain amount of wear is inevitable, but also that careful handling will be in order. Students are responsible for the return of their books, and any other materials, if they are to avoid replacement costs. A letter informing parents/guardians stating their son's/daughter's obligation will be mailed home at the end of June. Participation in any extra-curricular activity, including, but not limited, to sports, drama will be denied until all obligations have been met. (See End of the Year Obligations and Senior Obligations for further consequences. Obligations will be carried through graduating year. Caps and gowns will not be given to graduating seniors until all obligations have been met.

TUTORING

Home tutoring is available for those students who qualify based on the Department of Elementary and Secondary Education's Home Health form. Please consult with your Guidance Counselor.

USE OF AUDITORIUM, CAFETERIA, OR OTHER SCHOOL FACILITIES

The school-community investment in physical plant and facilities has for its first priority the education of children in the district. Organized citizen groups within the district who wish to use district facilities for education or other beneficial social events are required by school district policy to apply, in writing, through the principal of the facility they wish to use. These applications should be made one month or more in advance of interested use. Any overtime incurred by the custodians and/or cafeteria staff will be charged back to the group using the facility. For more information, refer to Policy 7520 or contact Central Office.

V. STUDENTS RIGHTS, RESPONSIBILITIES, SCHOOL DISCIPLINE AND THE LAW

AFTER SCHOOL (2:21-6:00)

Students who stay after school must be accountable to an adult, such as a coach, extra-curricular advisor, teacher (for make-up work, extra help, etc.).

The Administration and the Bus Company do not want students remaining after school without a legitimate reason. *For this reason, late bus passes must be given to students taking the late bus by those responsible for keeping them after.*

Any student staying after school and missing the 3:30 bus will need their *parent/guardian to be responsible for getting them home.*

AIDS POLICY

The State has provided all school districts with an AIDS policy. The fundamental message of the policy is:

Students with AIDS/HIV infection have the same right to attend classes or participate in school programs and activities as any other student.

The student's parent(s)/guardian(s) are the gatekeepers of information relating to the student's AIDS/HIV status. They are not obliged to disclose this information to school personnel.

Further disclosure of a student's AIDS/HIV status by the school nurse or school physician to other school personnel requires the specific, informed, written consent of the student's parent(s)/guardian(s).

The Central Berkshire Regional School District has developed additional guidelines. Copies of these are available from the Principal upon request.

ALCOHOL TESTING

It is the policy of the Central Berkshire Regional School District/Wahconah Regional High School to permit the use of a breathalyzer to detect alcohol use at any school/school related function as deemed appropriate by the administration.

Breathalyzer Policy: Upon reasonable suspicion that a student /attendee has been consuming alcohol at school or a school sponsored event, is under the influence of alcohol, or is in possession of alcohol, as determined by school officials, a breathalyzer test will be administered by school officials. The student's/attendee's failure to comply with this process will be viewed as an acknowledgement of guilt and subsequent disciplinary action will be taken. The breathalyzer that will be utilized in this process is certified by the Office of Alcohol Testing in accordance with 501 C.M.R..22.39 and is certified for use in performing preliminary breath tests in the Commonwealth of Massachusetts.

Any student/attendee attending a school - sponsored event may be required to take a breathalyzer test before entering, or leaving the event if sufficient reasonable suspicion that the student/attendee may be under the influence exists.

If the result of the breathalyzer test is positive, the following actions will be taken:

1. The student/attendee will be held by school representatives until a parent/guardian is contacted and assumes custody. If a parent/guardian cannot be reached within a reasonable period of time, the police will be contacted.
2. Emergency medical services will be called if the student/attendee appears to be in medical danger.
3. The police will be notified if the student/attendee becomes out of control.
4. The student will be subject to school disciplinary actions (see SUSP. & EXCLUS)

ATHLETIC TRAINING CODE AND PARTICIPATION STANDARDS

All athletic fees must be payable to CBRSD within ten (10) days of the first contest. The following are the Athletic

User Fee rates for 2019-2020.

- \$105 per athlete
- \$52.50 for a second athlete OR if you qualify for reduced lunch.
- No charge for third and subsequent athletes OR if you qualify for free lunch.
- If the user fee is not paid by the due date of the current season, the student may be ineligible to participate until the user fee has been paid.
- Students may not participate in a subsequent season until all equipment and uniforms have been turned in from the previous season.

Athletic Training Code

1. Use, possession of illicit DRUGS, ALCOHOL, AND TOBACCO whether occurring in or out of school, have ***NO PLACE IN HIGH SCHOOL***. Possession is interpreted as: "students that are determined to be in the presence of others using alcohol or drugs. It is the responsibility of the student to exercise good judgment when choosing to attend social activities where illegal substances may be available. *The Athletic Training Code is in effect when a student participates in his/her initial team activity, then that student is bound by the athletic training code for the remainder of his/her high school years.* Violators will be subject to the following consequences:

FIRST VIOLATION

In Season:

- Suspension from ALL athletic contests for 30% of the season (including postseason) in which the student is a participant OR suspension from ALL athletic completion for 30% of the current or next sport season (including postseason) in which the student has participated in the past.
- The student is to serve 25 hours of community service with prior approval and under the direction of the Athletic Director.
- The athlete will be allowed to practice with the team and must continue to adhere to the rules of said team.

Out of Season:

- Suspension from ALL athletic contests for 30% of the next season in which the student has participated in the past.
- The student is to serve 25 hours of community service with prior approval and under the direction of the Athletic Director.
- The athlete will be allowed to practice with the team and must continue to adhere to the rules of said team.

SECOND VIOLATION

In Season:

- Suspension from ALL athletic contests for 60% of the season (including postseason) in which the student is a participant OR suspension from ALL athletic competition for 60% of the current or next sport season (including postseason) in which the student has participated in the past.
- The student is to serve 50 hours of community service with prior approval and under the direction of the Athletic Director.
- The athlete will be allowed to practice with the team and must continue to adhere to the rules of said team.

Out of Season:

- Suspension from ALL athletic contests for 60% of the next season in which the student has participated in the past.
- The student is to serve 50 hours of community service with prior approval and under the direction of the Athletic Director.
- The athlete will be allowed to practice with the team and must continue to adhere to the rules of said team,

- Penalties shall be cumulative throughout the student's career. If the penalty period is not completed during the season during which the violation occurred, the penalty shall carry over to the next season in which the violation took place, which may affect the eligibility status of the student during the next academic year. If a student intends to serve a suspension during a season previously played and gets cut from said sport, the student will be allowed to participate in a different sport (not previously played) and serve their suspension (based on percentage of suspended contests) under the following conditions:
 - The head coach of the new sport must be willing to accept the student on their team.
 - The student must sign a contract with the head coach and Athletic Director pledging to adhere to all team rules including regularly attending practices, games, participating in all expected team functions, and completing a full season as a member of that team.
 - The head coach and Athletic Director will determine if the student has lived up to those expectations and has fulfilled the contract.
 - If said student does not live up to the expectations set forth in the contract, the student will be excused from the team and must serve their suspension IN FULL during the next sport season previously played.

THIRD AND SUBSEQUENT VIOLATIONS:

- Suspension from all athletic competition for a full calendar year from the date of their third violation.
 - The student is to serve 50 hours of community service with prior approval and under the direction of the Athletic Director.
 - The student may not practice with any team during his/her suspension.
1. A student may participate or try out for a new team (a team they have not participated in the past) while waiting to complete his/her penalty in another sport.
 2. Any student in violation of the drug or alcohol policy will be recommended to the community-based substance educator.
 3. Athletes must attend all practice sessions. Only the head coach or designated assistant coaches may excuse squad members from practice.
 4. If an athlete is absent from school on the day of a contest or practice, or if he/she arrives at school after 9:00 a.m. on the day of a contest or practice, participation shall not be allowed, unless absence has been cleared with the School Administration or Athletic Director. If there is a half-day of school, the student must attend the entire session to be eligible to participate, unless absence has been cleared with the School Principal or Athletic Director. Any athlete dismissed because of illness will be ineligible to participate on that day. ***Students must meet at least 5 classes the day of a practice or contest in order to participate.***
 5. Squad members will conduct themselves as ladies or gentlemen at all times.
 - a. Suspension from school will mean suspension from participation.
 - b. Any student suspended from school a second time during an athletic season will be removed from the team for the remainder of that season. In addition, second and subsequent **internal suspensions** during an athletic season may result in removal from the team for the remainder of that season.
 - c. Any student involved in the following will result in a suspension from one interscholastic contest:
 1. unexcused absence from school
 2. cutting class and or cutting detention
 3. leaving school grounds without the administration's permission
 4. inappropriate behavior towards a fellow student or staff member. (i.e., harassment or intimidation of another student; fighting with another student; disrespect of staff or coach).
 6. Team captains will be selected via a process of the head coach's choosing. However, prior to officially naming captains, all head coaches must submit the list of potential captains to the Athletic Director and administration for review. The student's discipline, academic, and attendance record will be taken into account during the review. If the Athletic Director and/or administration have concerns, a meeting may be required with the head coach in order to arrive at some sort of resolution.

Students have the right to fair and consistent disciplinary actions by coaches and administrators. Students shall be informed of the specific policy or regulations, which has been violated and shall be given the opportunity to present his or her side of the issue before a decision is rendered. Due process is explained in the Student Handbook.

Academic Requirements

1. A student must secure during the last marking period preceding the contest (e.g. second quarter marks not semester grades determine third quarter eligibility) a passing grade in the equivalent of five traditional year-long major subjects. A student with more than one failing grade in any subject matter will not be able to participate in any athletic contest or scrimmage. However, they will be allowed to try-out for a team and/or practice with the team until they become academically eligible.
2. To be eligible for the fall sports, students are required to have passed for the previous academic year the equivalent for five traditional year-long major subjects. If the fall sport extends into November, the first quarter report card will affect eligibility.
3. To be eligible for winter sports, students must meet academic requirements during the first quarter to begin competing with their desired team and then also the same standard during the second quarter to continue participating on their current team.
4. To be eligible for spring sports, students must meet academic requirements during the second quarter to begin competing with their desired team and then also the same standard during the third quarter to continue participating on their current team.
5. Academic eligibility of all students shall be considered as official and determined only on the published date when the report cards for that marking period are to be issued to the parents of all students within a particular class.
6. Incomplete grades may not count towards eligibility.
7. A student cannot count for eligibility any subject taken during summer vacation, unless that subject has been previously pursued and failed.
8. Any student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
9. A student shall be eligible for interscholastic competition for more than 12 consecutive athletic seasons beyond the 8th grade. In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons.

Head Injuries/Concussion Policy

This policy provides standardized procedures and information for all persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities, including, *but not limited to interscholastic sports*, in order to protect their health and safety.

All districts and schools must have policies and procedures governing the prevention and management of sports-related head injuries. Athletic directors, coaches, volunteers, school nurse and parents of a student who participates in an extracurricular athletic activity and students who participate in an extracurricular activity must take an online certification course on concussion and head injury awareness. The required training applies to one school year and must be repeated for every subsequent year.

Each year before the student begins practice or competition, the student and their parents shall satisfy the following pre-participation requirements:

- Complete current online NFHS concussion course for extracurricular activities each school year and
- Complete the questions regarding head injuries in the online registration truthfully
- Prior to the start of every sport season, the student and parent shall upload their current updated physical and make a note of any changes in health history, including head injuries. These changes should also be shared immediately with the school nurse.

Any student who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion, or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition. Students diagnosed with a head injury/concussion must follow established return to learn and return to play protocol before being cleared to practice or compete. Students are not cleared to practice or compete until they have been completely cleared by the Athletic Director.

ATTENDANCE POLICY

Prior to the beginning of each school year, each school committee shall schedule a minimum of 180 school days for the year for all public schools under its supervision and control. As a matter of policy, the Board of Education recommends that each school committee schedule a 185 day school year to provide for contingency of snow days and other schedule disruptions. In all cases, school committees are encouraged to exceed the minimum where possible for the purpose of extension of student learning time.

Definition of School Day: A school day for an elementary grade shall consist of a minimum of 5 instructional hours. A school day for a secondary grade shall consist of a minimum of 5 1/2 instruction hours. A school committee may schedule a school day or school days of less than 5 or 5 1/2 hours of instructional time with early release of pupils on the day before Thanksgiving, and to permit in-service education, parent conferences, and other professional activities provided that the average annual length of the school day is 5 instructional hours for elementary or 5 1/2 instructional hours for secondary grades.

No school committee may cease instruction and close its schools prior to the 180th scheduled school day or before 990 instructional hours have been completed.

The Commonwealth of Massachusetts, recognizing the rights of all individuals for a proper education, has a compulsory school attendance law in effect:

Chapter 76, Section 2 of the State Education Law states:

"Every person in control of a child...shall cause him to attend school as therein required, and if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine...no physical or mental condition capable of corrections, or rendering the child fit for special instruction shall avail as a defense unless it appears that the defendant has employed all reasonable measures for the correction of the condition and the suitable instruction of the child."

Attendance Policy Definitions

- Excused Absence (AE) - include absences due to illness/medical reasons (accompanied by signed doctor's note, religious holidays, time spent with family member home on military leave, documented court appearances, college visit (1 per school year), Shadow Day.
- Unexcused Absence (AU) - include vacation, truancy, and absences due to illness without medical documentation.

Assistant Principal will notify parents in writing when a student reaches five (05) unexcused absences in a school year.

Seniors only: Seniors are allowed one excused absence for a Guidance approved college visit. Prior permission must be obtained from guidance in order to have paperwork to be signed by the college indicating the visit did occur.

Although students over 18 years of age have the right to sign their own excuses, the administration may still notify parents. *The administration may use their discretion in accepting an 18 year old student's excuse.*

Class Attendance

The attendance regulations listed below augment the preceding statements, and emphasize the importance of attendance and punctuality relative to acceptance into employment, college, and the Armed Services:

- A. Attendance at school is required by State Law. It is the responsibility of each parent to make sure his/her child attend school until the age of sixteen unless they have an excused absence.
- B. Requests by students to leave school for medical or dental appointments must be accompanied by a note (stating the reason) from a parent/guardian. Reasons other than illness or an emergency will require prior permission from the school administration.
- C. Students not attending school because of illness before 9:00 or dismissed because of illness are ineligible for participation in school activities for the day. If a student is absent from school on the day of a contest/social activity or practice, or if he/she arrives at school after 9:00 a.m. on the day of a contest/social activity or practice, participation shall not be allowed, unless absence has been cleared with an administrator or athletic director. *Students must meet at least five (5) classes the day of a practice or contest in order to participate.*
- D. Students suspended from school are ineligible for participation in school activities during the period of suspension. School activities shall be defined as those activities under the direction and supervision of school personnel.
- E. Although students over 18 years old have the right to sign their own excuses, the administration may still notify the parent of absences.

Class attendance is essential to the learning process. If students are absent from class, they cannot participate in the learning process. If the number of class absences totals ten (10) for a semester course or twenty (20) for a full year course, the student will be subject to loss of credit for the course(s) affected. The student and parent must attend a mandatory meeting with the school administration once a student has accumulated $\frac{1}{2}$ of the limit of absences. The meeting will be used to explain the consequences of chronic absences and to develop a contract to ensure better attendance.

Students affected by loss of credit will still receive a grade for the course(s) and the grade achieved will appear on their school transcript, but without credit. The grade received will also be counted in the GPA calculation.

Seniors missing eight (8) classes of a second semester course will be subject to loss of credit in course(s) affected. Seniors missing 18 classes for a full year course will result in a loss of credit for the course(s) affected.

Appeals Process

The only excusable reason for an absence is for a student to be at a school-sponsored activity or externally suspended. To avoid the enactment of the above attendance policy, a written appeal to the Appeals Board must be forwarded to the Administration within ten (10) days from the issuance of report cards. (The Appeals Board may be made up of one administrator, three teachers, a guidance counselor and the school nurse).

Appeals should include any major medical issues substantiated by, and signed, by a doctor. (The above mentioned number of class absences due to court appearances, personal reasons, appointments and illness days and are not subtracted from that total. Vacation, cutting class and truancy are not acceptable reasons for an appeal).

Truancy

Truancy is an unexcused absence and whenever students skip school individually or as a group, re-admission to class will not be allowed until the parents or guardians have arranged a conference with school officials. Five nights' detention may be assigned for the first offense. Second offense and/or subsequent offenses may result in a suspension, and the student and parent may be asked to sign a contract, designed by the administration, stating their

intentions of making a commitment to comply with the school attendance policy.

Unexcused Absence

Although every absence that is acknowledged by a student's parent or guardian removes the stigma of truancy, absences, tardies or dismissals which are allowed for social purposes may readily be judged by the administration as unexcused. Any unexcused absence may require a parental conference at school, and students will be required to make up the missed time. If a student's absence is "unexplained", then the absence is unexcused (MGL c.71 & 1).

Leaving school without permission will be treated as truancy and may require that parents arrange a conference with school officials. Detention and suspension may be an outcome.

Parents are expected to call the school between 7:30 a.m. and 9:30 a.m. whenever their child is going to be tardy or absent from school and are expected to make every effort to comply with the law and work cooperatively with the administration in making school their child's first priority regarding attendance.

BOMB THREATS

The State Government has enacted a law on the problem of bomb threats. The following is an excerpt of that ruling:

Crime Against Public Peace

Explosives or other dangerous substance or contrivance; false reports as to location; punishment-

Whoever, knowing the same to be false, transmits or caused to be transmitted to any person by telephone or other means, a communication falsely reporting the location of any explosive or other dangerous substance or contrivance thereby causing anxiety, unrest, fear, or personal discomfort to any person or group of persons, shall be punished by imprisonment in the state prison for not more than twenty (20) years, or by imprisonment in a jail or house of correction for not more than two and one half (2 1/2) years or by a fine of not more than ten thousand dollars or by both such fine and imprisonment in a jail or house of correction.

Any school time missed as the result of a bomb threat must be made up.

BULLYING: POLICIES & PROCEDURES FOR REPORTING & RESPONDING TO BULLYING & RETALIATION

CBRSD does not tolerate harassment based on race, color, national origin, disability, sex, gender or sexual orientation under MGL c 76s.5 and school committee policies. All complaints of harassment will be fully investigated and necessary steps will be taken to remedy the situation. Contacts for complaints or concerns are included in the handbook.

Bullying can take many forms and occurs in any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in the cafeteria, playing in the school yard or recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day.

Bullying and harassment are major distractions from learning. The grades of the victims can suffer, fear can lead to chronic absenteeism, truancy or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully.

Anti-Bullying:

CBRSD developed and adopted an Anti-Bullying Policy (#5770) that is embedded in district-wide approaches to promoting a positive, pro-social culture for all students and staff. Bullying, including cyber-bullying, and retaliation are not acceptable conduct and are prohibited with CBRSD. Leadership and other staff will endeavor to maintain learning and working environments free of bullying. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information is prohibited. Any student or staff member who engages in conduct that constitutes bullying or retaliation shall be subject to a range of disciplinary consequences.

Definition of Key Terms:

Bullying: The repeated use by one or more students or staff members of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that causes physical or emotional harm to

the target or damage to the target's property; that places the target in reasonable fear of harm to himself/herself or of damage to his/her property; that creates a hostile environment at school for the target or infringes on the rights of the target at school; or materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying (Definition based on MGL c.71, 370).

Cyberbullying: Bullying throughout the use of technology or any electronic devices such as telephones, cell phones, computers, and the internet. It includes, but is not limited to, email, instant messages, text messages, and internet postings.

Aggressor: A student or school employee who engages in bullying, cyberbullying, or retaliation.

Target: A student against whom bullying, cyberbullying, or retaliation is directed.

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

The CBRSD Bullying Prevention Policy (JICFB) can be found on the district website <http://www.cbrsd.org>. The language regarding reporting is copied below:

- CBRSD Policy states, "Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying."
- Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.
- Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.
- Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.
- A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Questions regarding the district plan for the prevention of bullying can be directed to Laurie Casna, Superintendent, at 413-684-0320 or lcasna@cbrsd.org.

Reporting bullying or retaliation: Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district has made a variety of reporting resources available to the school community including, but not limited to, the CBRSD Incident Reporting Form available on the district website and a point of person of contact in each building.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Obligations to Notify Others

- a. Notice to parents or guardians: Upon an allegation of bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to Another School or District: If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and

federal privacy laws and regulations, and 603 CMR 49.00.

- c. Notice to Law Enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

Investigation: The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

Determinations: The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student

discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. An example of a support plan for the target is presented in Appendix E. The plan includes various options and strategies including but not limited to increasing adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

To access the complete CBRSD Bullying and Prevention Plan, including forms, please [click here](#). If you would like a hard copy, please contact the office.

BUS CONDUCT

Specific Rules & Regulations Governing Student Bus Conduct:

Pupils transported in a school bus shall be under the authority of the School District and under control of the bus driver, a legal representative of the school. The safety of pupils riding school buses cannot be left to chance, and it is imperative that good order and discipline be maintained on each bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the general rules and regulations of the School Committee or Principal.

All students are expected to stay on school property once they arrive at school, by walking, bus or other transportation. The same is true for the end of the school day. Students must remain on school property within close proximity to the school building while waiting for the school bus or other transportation. Students are also not allowed to get on or off the bus when it stops to pick up or drop off students at Nessacus Middle School.

Students involved in actions including, but not limited to the above paragraph or the following, may, at the discretion of the Administration, have their bus riding privileges suspended and/or be suspended from school:

1. Damaging the bus.
2. Damaging other student's property.
3. Fighting, verbally or physically.
4. Rude/discourteous/annoying behavior to driver or other students.
5. Abusive language to drivers or other students.
6. Smoking.
7. Violating safety procedures, placing hands, head or feet outside of the bus, or standing while the bus is in motion.
8. Littering on the bus.
9. Excessive mischief.
10. Possession, consumption, or sale of drugs or alcohol.
11. Distracting the driver by any means.
12. Misbehavior at the bus stop.
13. Throwing of any articles either in or out of the bus.
14. Leaving your seat while the bus is in motion or without permission or not sitting in an assigned seat as directed by the driver.
15. Eating or drinking on the bus.
16. Bringing any illegal items on the bus.
17. Getting off the bus at a stop other than the one assigned without prior permission from the District.(Only under emergency circumstances will permission be granted) in accordance with policy #6860.10 as stated below:

“Students are to use the same bus for both AM and PM stops. If, because of day care requirements, a different PM

stop or different PM route is needed said service may be provided both on a space available and a regular basis only. A student needing a different PM stop or different PM route for one day may be provided said service in the event of a legitimate family emergency. A student attending the Regional High School may, for the purpose of providing day care or for transportation of a site of employment, ride any bus that provides that service. The right is restricted to the availability of space on the requested route. The transportation provider for the District will have the exclusive right of determining available space. Any request for deviation from this policy must be made through the office of the Assistant Superintendent of Schools 48 hours in advance of the requested change”.

Violation of Rules - Progressive Penalties

Suspension of bus riding privileges does not relieve the responsibility of the student to attend school. It is the responsibility of the parent to arrange transportation for their child to and from school during periods of suspension from bus riding privileges.

FIRST OFFENSE may result in a warning which will be sent via a letter to parents. If, however, the first offense is serious enough, it may result in suspension of bus privileges, as deemed necessary by the Administrator in charge. This suspension will normally be for three days. However, based on the Administrator's judgment of severity of offense, this suspension may be for up to ten days.

SECOND OFFENSE may result in suspension of bus privileges as deemed necessary by the Administrator in charge. This suspension will normally be for seven days. However, based on the Administrator's judgment of the severity of the offense, this suspension may be for up to ten days.

THIRD AND SUBSEQUENT OFFENSES may result in suspension of bus privileges as deemed necessary by the Administrator in charge. This suspension will normally be for nine (9) days. However, the student's name may be submitted to the School Committee or Principal for long term or permanent suspension of bus privileges.

FOURTH AND SUBSEQUENT OFFENSES may result in the student's name being submitted to the School Committee or Principal for the purpose of seeking long-term or permanent suspension of bus riding privileges.

Parents are responsible for restitution, as defined by statute, for damages to the school bus, or other properties as a result of their child's actions.

In the case of a long-term suspension exceeding ten days, the School Committee or Principal requests that the parents or guardians of the suspended student appear at a regular School Committee meeting before any restoration of bus riding privileges will be considered.

Suspension shall go into effect at the beginning of the next school day so that the student shall not be subjected to the hazards of walking home.

CAR REGISTRATION & RULES FOR STUDENT DRIVERS

"An Act Providing For Suspension Of A License To Operate A Motor Vehicle Upon Conviction Of Violation Of The Controlled Substance Act" (Chapter 241, General Laws of the Commonwealth of Massachusetts).

A license to drive is one privilege offenders will now lose for certain. This law provides that a conviction of any drug offense shall result in the loss of the right to drive for a period of time up to five years. In the case of minors who may not yet have a driver's license at the time of conviction, they may lose the right to obtain a license until reaching the age of twenty-one.

A. REGISTRATION AND PARKING

1. Only legally licensed students in good behavioral and academic standing will be allowed to drive to school.
2. Parental permission will be required with signature of parent/guardian that the student promises to observe, practice and uphold the student parking rules.
3. Students requesting permission to drive to school and park their vehicle in the student parking lot must have their permission form filled in and signed by their parent/guardian and turned in at the Assistant Principal's office by the 3rd week in September.
4. Upon permission form acceptance, the students will be charged a \$25 fee for a parking lot permit (second and subsequent vehicles will be \$5). The sticker is valid for one school year period only and must be placed on the inside of the upper left corner of the driver's side rear window. (If paying by check, please make payable to WRHS Student Parking). An end-of-the-year obligation will be mailed home to the parents of

students who park in the student parking lot and do not register their cars. If not paid by the end of the school year, the fee(s) will be accumulative and held as a senior obligation upon graduating. *

5. Students are expected to arrive to the parking area on time so as to enter school, go to their lockers, and be in homeroom by 7:52. Those who habitually are late will lose their driving and parking privilege.
6. Students who lose their driving and parking privilege for any reason, and continue to drive to the parking area and park his/her vehicle, will have the vehicle towed at their expense. This paragraph will suffice as the only warning for this infraction and penalty!
7. Students are expected to use designated student parking spaces/area, to park outside the emergency lanes (marked by yellow lines around the parking lot) and not park in the Faculty/Staff area (lot near the gymnasium and the first two rows of the parking lot), or along the fire lane by the auditorium, and to drive no faster than 10 m.p.h.
8. Students cannot go to their vehicles/parking lot during the school day or leave school unless permission is received from the Administration. Violators will lose their driving privilege.
9. It is recommended that students lock their vehicles while on school grounds.
10. Periodic checks of parking permits will be conducted by the Administration Department. * Anyone not displaying a sticker will be tagged and reported.
11. Student vehicles can only leave from the extreme easterly end of the parking area while the buses are picking up students.
12. Student vehicles must give the buses the right of way in the parking lot.
13. Student drivers are not allowed to transport themselves to any off-campus school related event during the school day.

B. TRAFFIC RULES

All student drivers must observe the Massachusetts Laws regarding the operation of a motor vehicle on school property, including the wearing of seatbelts at all times.

1. Common courtesy, caution and consideration for others is the general requirement.
 - a. Be careful entering and leaving school grounds.
 - b. Obey all speed limits. (The speed limit in a school zone is 20 m.p.h (10 m.p.h. on campus/driveway).
 - c. Never drive as to endanger the driver, occupants or other people. Personal injury by vehicle is a legal, as well as a disciplinary issue.
2. School buses have the right of way in when in the parking lot.
3. No vehicle should enter the driveway from the parking lot at the 2:21 exit time when busses are leaving.
4. Excessive blowing of horns or use of noisemakers is prohibited.
5. Respect school and other property. Damage to property is a legal, as well as school issue.

C. ENFORCEMENT

1. Any injury to persons or property by a motor vehicle must be reported to the police.
2. Infractions of registration, parking, traffic, and Massachusetts motor vehicle laws or any of the school stated rules will result in the loss of the privilege of bringing a car to school.
3. Any student who is on academic or disciplinary probation can be deprived the privilege of bringing a vehicle to school.
4. Any student who drives to school and loses that privilege but continues to drive to school after loss of privilege may have the vehicle towed from the school parking lot at their own expense.

"An Act Further Regulating the Misuse of Driver's Licenses and Identification Cards" (Chapter 322, General Laws of the Commonwealth of Massachusetts).

Teenagers and college students in particular, should be aware that the mere possession of a false identification or license is an offense that can send them to jail. A law came into effect on July 11, 1989, that makes a broad spectrum of activities related to false I.D.'s or licenses punishable by a fine or imprisonment. These activities include, but are not limited to: making, using, or carrying a false I.D. or license; using the card or license of another, and furnishing false information in obtaining an I.D. or license. In addition, a conviction on any of these charges will result in an automatic one year suspension of the license to drive.

STUDENT DROP OFF/PICK UP

The driveway directly in front of the school must be kept open for busses before and after school, *therefore* vehicles dropping students off in the morning, must drive to the last driveway in the student parking lot and proceed to the designated drop off area along the side of the varsity baseball field. Anyone picking up students at the end of the day, must also proceed to the same driveway and park in the “car line” along the varsity baseball field to wait for the student. Do not park on the bridge. NO PARKING signs for the bridge have been posted by the town of Dalton and is monitored by the Dalton Police.

CELL PHONES & OTHER ELECTRONIC DEVICES

With regards to technology, Wahconah Regional High School intends to do the following:

- Maintain the integrity of classroom instruction
- Maintain a safe environment for students and staff
- Support all unique teaching and learning styles
- Integrate technology into curriculum and instruction

Therefore, the following pertains to student-owned cell phones and other personal electronic devices:

- **Acceptable use:**
 - Prior to homeroom
 - After school
 - During class under the direction of a teacher
 - ❖ Students may not use or operate cell phones or other electronic devices during academic periods without teacher permission,
 - During passing time between periods
 - ❖ Students must arrive on time to class per usual
 - During student's lunch period
- **Unacceptable use:**
 - During class time without consent of a teacher
 - During emergency situations or drills
 - In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate (ex. Locker rooms, restrooms, etc.)
 - The use of ear/headphones which are connected to the cell phone during class time.
 - Using cell phones and/or personal electronic devices in an unsafe and/or disrespectful manner. *School staff and administration reserve the right to determine this.*

*Students are responsible for any communication, emergency or otherwise, during the school day.

Unacceptable use will result in the following disciplinary action:

First Offense -

Student must hand the device over to the teacher and it will be returned to the student at the end of that class period.

The student will be referred to the Assistant Principal's office and may receive no less than one (1) detention. - *refusal to hand over the device to the teacher will result in the student being sent immediately to the Assistant Principal's office where the student will face further consequences.*

Second Offense -

Student must hand the device over to the teacher and it will be returned to the student at the end of the class period.

The student will be referred to the Assistant Principal's office and may receive no less than two (2) detentions - *refusal to hand over the device to the teacher will result in the student being sent immediately to the Assistant Principal's office where the student will face further consequences.*

Third and Subsequent Offenses -

Student must hand the device over to the teacher and it will be returned to the student at the end of that class period,

The student will be referred to the Assistant Principal's office and may receive multiple office detentions and possibly internal or external suspension -

refusal to hand over the device to the teacher will result in the student being sent immediately to the Assistant Principal's office where the student will face further consequences.

Students bring personal electronic devices to school at their own risk and are encouraged to keep such equipment in a secure place. No liability will be accepted by CBRSD in the event of the loss, theft, or damage to any personal electronic device.

CHARGES FOR DAMAGED OR LOST SCHOOL PROPERTY

Books and school materials, once issued, are the responsibility of the student.

Students must pay for lost or damaged books, materials and equipment issued by the school. Likewise, students causing damage to any school property are responsible for making compensation.

Students who maliciously damage school property and/or fail to make payment for such damages may be referred to the proper legal authorities. Action taken against students involved in acts of vandalism will be at the discretion of the school administration and is fully explained in another section of this handbook under "Vandalism."

Seniors must settle their obligations before participation in senior week activities. All other students must meet their obligations before eligibility to participate in any sport, drama and/or any other extra- curricular activity. Students with an outstanding obligation may not attend any formal/semi-formal dance.

Students failing to meet their financial obligations to the school may be referred to the Superintendent and/or School Committee. All financial payments are made to Wahconah Regional High School and upon request a receipt will be given. Obligations, including class dues, are accumulative up through graduation.

CIVIL DEFENSE

In the event of a Civil Defense Emergency during the school day, all students will remain where they are unless outside. Students outside the building will return to the school immediately. Students will be given specific types of instructions as to what to do during different emergency situations. Students will remain in school until arrangements can be made for their safe transportation home.

CORPORAL PUNISHMENT

Corporal punishment in public schools is illegal in Massachusetts. School staff may not hit, spank, or physically punish students. School staff members may, however, use reasonable force if necessary to protect students, other people, or themselves from an assault by a student.

CORRIDOR CONDUCT

A great deal of freedom is allowed in passing in the corridors. Your behavior in the corridors, when orderly and within the bounds of good taste, is important to the self-respect of both students and staff, and reflects to your credit as individuals and on the school as a whole. The school administration and faculty intend to encourage students to have respect for themselves as well as having respect for others. Therefore, we request compliance with the following:

1. Students are responsible for moving directly to homeroom by 7:49 in the morning. Students not in homeroom by 7:52 must report to the Assistant Principal's office for an accurate attendance.
2. You may talk quietly with others as you walk down the corridor, but never call attention to yourself by actions not in keeping with good taste. Always walk, never run, and remember to keep to the right.
3. The three minutes allowed for passing from one class to another is ample, provided that you proceed by the most direct route; it does not give you much time to make stops along the way. Make sure the stops will not result in tardiness to class. You should have your books for your first two periods when you go to homeroom as there is a four minute locker break between second and third periods.

4. Some of the problems which the administration, faculty, and students want to eliminate are: use of abusive language, public displays of affection, gathering in large groups, abuse of school or personal property, obstructing the corridors and doorways, and being disrespectful and/or defiant.

CORRIDOR PASSES

Corridor passes are issued to permit students to pass from one room to another after the beginning of a class. Anyone passing through the corridors when classes are in session must have a pass signed by a teacher or administrator.

1. The pass should include: the student's name, date, place from which he is leaving, time of leaving, destination, and the signature of the teacher issuing the pass.
2. Students leaving the DLT for any reason are responsible for doing so quietly, using the most direct route that is possible; students should have a pass in order to leave DLT.
3. You may not leave the cafeteria or B lobby at lunch time before being dismissed to go back to class, nor should you leave the cafeteria with food.
4. No "excused" passes will be issued by any office unless that office personally made a student late. Students must get a pass from the teacher or staff member who caused the student to be tardy to class.

DETENTION PERIOD

A detention period, with a teacher in charge, will be held between the hours of 2:30 p.m. and 3:15 p.m. each day. If a student is later than 2:30, they will be considered a no show unless they have a pass from a teacher or administrator. Prior commitments (make-up tests, time due teachers, after-school meetings, etc., may count as an excused no-show to detention (with confirmation from the teacher) but will no longer count as a detention. This is a disciplinary period for those students found not abiding by the reasonable rules of the school. Students assigned to detention, whether a "Teacher Detention" or an "Office Detention" will be granted a 24 hour notice before having to serve their detention. The administration may choose to excuse a student from detention for conditions that the administration determines to be legitimate. However, this arrangement must be approved prior to when the detention is scheduled to be served. Students that fail to serve their detention(s) will face further consequence, up to and including a parent/guardian conference, internal or external suspension.

A student failing to report to an office (or a teacher) detention after the 24 hour notice, must return to school the following school day with a parent/guardian to meet with the administration prior to being admitted into his/her classes. Students will be placed in Internal Suspension until parent/guardian arrives. Repeat offenses may result in additional disciplinary actions up to and including suspension.

"After the fact" parent notes are unacceptable. Students/Parents need to make arrangements with the Assistant Principal/Dean of Students prior to the end of the day for permission to be excused from detention. Last minute or next school day excuses will not be accepted! *A "proof of appointment" note from the appointment that necessitates an absence from an assigned detention must be provided the next school day - (must include date/ time of appointment).*

Courteous and cooperative behavior is mandatory. Students must be quiet and respectful. Homework and /or reading material must be brought to detention with you. Food, beverages, or any electronic devices (PEDs) are not allowed in detention.

Detention may result if a student is involved in any of the following:

1. 1. Repeated tardiness to class; behavioral deficiency form may be sent home or one (1) detention will be issued. If tardiness continues, a parental conference may be requested.
2. Unexcused tardiness to school on the second offense within twenty (20) school days; one (1) detention will be issued and on each subsequent offense during a twenty-day period. If tardiness continues, a parental conference may be requested.
3. Unexcused absence from school; five (5) detentions will be issued. Parental conference is required. Subsequent offenses may result in suspension.
4. Leaving school or the school grounds without the administration's permission is truancy and will be dealt with accordingly. Parental conference is required, and suspension may be a result.
5. Cutting classes; two (2) detentions will be issued for every class cut and; one (1) detention will be issued during lunch if only half the class period was cut, one (1) detention will be issued for cutting a DLT. Parental conference is required. Missing a class or classes due to unexcused tardiness will be considered an absence from class. Students will be assigned to detention to make up for the time missed.

6. Leaving the cafeteria and going into an unauthorized area (i.e., the corridors where classes are being conducted, the gymnasium, front of the school, the auditorium, the teacher/student parking lot, or the back of the school where the physical education classes are being held, etc.); one (1) detention will be issued.
7. Any student found in a bathroom without permission will be considered in an unauthorized area. One detention will be issued and a parent will be notified. A second offense will result in a suspension hearing.
8. Any student refusing to participate in Physical Education three cumulative times will be sent to the office, a detention will be issued, and a parent will be called. Subsequent offenses may result in suspension.
9. Presenting a note with a forged signature of a parent/guardian for the purpose of being excused for an absence, tardy, or dismissal or permission form. Stating to be a parent/guardian when calling oneself/other student in tardy, absent or to be dismissed.

Any student removed from detention for a behavior or attitude problem will be involved in a suspension hearing. Time served in detention by this student will not be counted.

DISMISSALS

To leave school during the day, a student must, *at the beginning of school*, report to the Main office and obtain a dismissal slip. This slip should be signed by all teachers that will not be met on that day. In dismissing a student, a note from the student's parent or guardian must be presented. This note *should state the reason for having the student dismissed. Parents are requested to call prior to arriving at school to dismiss a student.*

Sixth period assemblies or rallies are considered to be part of the school curriculum and part of the school day. They are not to be used as a reason to be dismissed from school.

Students who are absent, entering school after 9:00 a.m., or dismissed due to illness are ineligible for participation in any extra-curricular athletic or school activities. Students must meet at least five (5) classes the day of a practice or contest in order to participate.

Off-campus school visitations and other guidance related activities require a Guidance Counselor's approval and written parental permission. If the student returns on the same day, he must check in through the Assistant Principal's office.

Students who are of the age of 18 may request to be dismissed and sign their own dismissal note. However, students are reminded that the attendance policy will be enforced and administration has the right to call parents/guardians.

Students are not to call their parents to school to pick them up for any reason unless instructed to do so by an administrator. Students who are ill must be evaluated by the school nurse and dismissed through her.

DRESS CODE

At Wahconah we are committed to reconcile an appropriate balance between our students' freedom of expression and a safe and respectful school environment. With this general principle in mind, a dress code should serve to enhance our educational interests by:

- Focusing attention on learning
- Increasing school unity and pride
- Ensuring safety
- Reducing discipline problems
- Improving self-respect
- Promoting our mission

Personal appearance should not disrupt the education process, violate federal, state or local health and obscenity laws, or affect the welfare and safety of the students or staff. Students must recognize that should be functional for school and not disrupt the learning environment. Therefore, students shall not wear the following:

- Clothing items that contain messages that are vulgar, offensive, obscene, or libelous.
- Clothing that denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Clothing that promotes alcohol, drug use or violence.
- Clothing that is not functional and disrupts the learning environment.

Additionally:

- Hoods, hats, or *any* headgear that covers the head, including, but not limited to, hoods, visors, bandanas, sweatband, and ski bands must be removed upon entering the school building.
- Chains and studded jewelry (that could be construed by administration to be used as a weapon) are not allowed. Additionally, studded jewelry (including, but not limited to) bracelets and necklaces are illegal in Massachusetts.
- Sunglasses are not to be worn in school.
- Backpacks/duffel bags, or other similar "tote" bags will not be allowed in classrooms. They must be left in the lockers between 7:52 and 2:21.
- Coats/jackets may not be worn to class unless extenuating circumstances occur. Students should expect to keep outdoor apparel in their lockers.
- Pajama bottoms and other sleepwear are unacceptable for school.
- Students must wear a top (shirt, blouse, etc.) that overlaps the top of the bottom (pants, shorts, skirt, etc.); exposed stomachs are not allowed.

Any student who is deemed to be in violation of the dress code will be required to change. Administration will provide, to the best of their ability, temporary clothing a student may be able to change into. If that is not possible, or the student refuses, parents will be notified so that they may bring in clothing for the student to change into. If a student refuses to change, they may face further disciplinary action.

DRUG/ALCOHOL ASSISTANCE, PREVENTION, & DISCIPLINARY PROCEDURES

POLICY #6730

6730.1 The Central Regional School District is committed to an environment for students to reach their maximum potential. To this end, it is necessary for each school and each student to remain alcohol and drug free.

6730.2 The use and possession of drugs, alcohol or look-alike drugs by any student on school property, in schools, or at school functions is prohibited. Students shall be barred from any school sponsored event if they have been using alcohol, drugs, or look-alike drugs prior to their attendance at or participation in said school sponsored activity.

6730.3 Along with the above strong prohibition, the School Committee recognizes that use of alcohol and drugs is a concern affecting the mental, emotional, and physical health of students. Therefore, it is the Committee's belief that educational programs should be planned, designed, and evaluated in order to afford students opportunities in making positive choices regarding their health.

6730.4 The School Committee also recognizes that alcohol and drug abuse are part of broader scope of problems involving the individual and society. These problems include a breakdown in confidence and communication between young people and adults. The Committee has a responsibility to strengthen, promote and protect trust between people.

6730.5 Along with the educational programming for students, staff will be informed of district policies, procedures and protocols for prevention intervention and follow-up in preventing and responding to substance use and abuse. Specific training will be provided to staff members responding to substance use and abuse. Specific training will be provided to staff members responsible for screening for substance abuse.

6730.6 Parents and Guardians will be notified of the policy through provision of school handbooks and posting of the policy on the district website.

6730.7 Should there be preaches of conduct concerning alcohol and drugs, the school committee supports the administration, principals and superintendent, in effecting the following procedures for disciplinary action to insure a positive and productive learning environment in its schools.

Procedures for Screening for Risk of Substance Use Related Problems:

- A. The district will use a verbal screening tool to screen students annually at two different grade levels for substance use related problems.
- B. Qualified staff will be identified and trained to do the screening.

- C. Any statement, response, or disclosure made by a pupil during a verbal substance use disorder screening shall be considered confidential information and shall not be disclosed by a person receiving the statement, response or disclosure to any other person without the prior written consent of the pupil, parent/guardian, except in cases of immediate medical emergency or where a disclosure is otherwise required by law.
- D. The District will maintain a resource list for the network of services available through agencies in the area.
- E. Parents will be notified in advance of the screening and of the right to opt out.
- F. Students in treatment or absent as part of their recovery will be supported in reintegrating to school.

Procedures for Disciplinary Action

Definition of Terms:

Alcoholic Beverage: Alcohol spirits, liquor, wine, beer, and every liquid or solid containing alcohol spirits, wine or beer which contains half of 1% or more of alcohol by volume, which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Controlled Substance: A controlled substance includes any substance defined in this section or identified as such under the law.

Drug: As defined in Chapter 94, Section C of the Massachusetts General Laws, stimulates, amphetamines, depressants, tranquilizers, narcotics, relaxants, and hallucinogens or any other controlled substance regulated by the FDA and not administered as a properly prescribed medication

Electronic Cigarette: Handheld electronic device that creates an aerosol by heating a liquid. Use of E-cigarettes are sometimes called “vaping” or “juuling”. (Please refer to Policy 6760 which further defines smoking products not permitted on school grounds.

Look-Alike-Drug. A substance or combination of substances, liquid, solid or gaseous, which simulate, appear like, or are intended to be drugs. (Examples are dry spices in cigarette wrappers and over the counter prescription drugs passed off as controlled substances).

Use. The ingestion, inhalation, or injection of an alcoholic beverage, drug, look-alike-drug.

Possession. The having of an alcoholic beverage, drug, or look-alike-drug or drug paraphernalia (a) on one's person, or (b) among one's personal possessions such as a locker, motor vehicle, book bag or purse, or (c) within the reasonable immediate vicinity of one's person.

Parent: Mother, father or guardian.

As principals and the superintendent choose courses of disciplinary action, they will distinguish between and among alcohol, look-alike-drugs, and drugs which are controlled substances.

Controlled Substances:

- A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance is subject to expulsion, suspension or exclusion from the school or school district by the principal.
- B. Any student who is charged with a violation of section 6730.6 above shall be notified in writing of an opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
- C. The principal may remove a student who has committed a disciplinary offense under M.G.L c 17, section 37H or 37H ½ for more than 90 days in a school year. The school district will maintain a School Wide Education Service plan that includes a list of services available to any student suspended or excluded from school for more than 90 days.
- D. Any student who has been issued a long-term suspension from a school district pursuant to those provisions shall have the right to appeal to the superintendent. The student shall have 10 days from the date of being issued the suspension in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The hearing will be conducted in accordance with M.G.L c.71 section 37 H3/4. The decision of the Superintendent shall be the final decision of the school. district with regard to the suspension.
- E. If a student is suspended from school, the student will be referred to a community-based substance abuse

prevention or treatment agency or a school-based program.

Alcohol, Drugs and Look-Alike-Drugs:

- A. If a student is suspended for being under the influence of an alcoholic beverage or in possession of or under the influence of a look-alike-drug:
 - a. The principal and superintendent shall immediately be notified.
 - b. The student shall be immediately examined by a school nurse if available. In addition, if deemed appropriate by the administrator, any one or more of the following may be undertaken.
 - i. The student may be sent to a physician for an examination.
 - ii. The school will notify the student's parents/guardians.
 - iii. The administration will assist the student in arranging for a community-based substance abuse educator or counseling service.
 - iv. The administration will notify the local police.
- B. If a student is found to be using or in possession of an alcoholic beverage, drug or a look-alike-drug:
 - a. First Offense: The student will be suspended from the school, generally for a period of up to three days. In addition:
 - i. The parent will be notified of the offense.
 - ii. The local police department will be notified of the offense. Any contraband will be turned over to the police.
 - iii. The principal will refer the student to a community-based substance abuse educator or treatment agency and the school guidance department.
 - iv. A follow-up plan will be recommended for the individual student by the substance abuse educator and/or the school-based mental health provider.
 - b. Second Offense: The student will be suspended from school, generally for a period of not less than three days. In addition:
 - i. The parent will be notified that the student has committed a second offense.
 - ii. The local police department will be notified of the offense. Any contraband will be turned over to the police department.
 - iii. The principal will refer the student to a community-based substance abuse educator or treatment agency and the school guidance department. A plan will be revisited for the student.
 - c. Third and subsequent offenses - The student will be suspended from school and expelled long-term long term suspension may be considered. In addition, the course of action outlined for a second offense may be invoked.
- C. A student who is found *distributing or selling* alcohol or a look-alike drugs or in *possession of a quantity of alcohol or a look-alike-drug*:
 - a. First and subsequent offenses - The student shall be suspended from school for a period of up to ten days. In addition -
 - i. The parent shall be notified.
 - ii. The local police will be notified of the offense. Any contraband will be turned over to the police.
 - iii. The principal will refer the student to a community-based substance abuse educator or treatment agency and the school guidance department.

Adopted June 27, 1985 (replaced previous policy #6730 "Drug Education and Drug Abuse")

Revised: June 26, 1986

Revised: August 18, 1994 (written to conform with the Education Reform Act, Chapter 7, Section 37H of the Massachusetts General Laws. Also replaced policies numbered #6720 and 6710).

Revised July 27, 2017 (written to conform with Chapter 52 of the Acts of 2016.

DRUG FREE SCHOOL ZONE

"An Act Providing For Drug-Free School Zones" (Chapter 227 of the General Laws of the Commonwealth of Massachusetts).

Effective July 11, 1989, anyone convicted of dealing drugs within one thousand (1000) feet of an elementary, vocational or secondary school, will face a two year mandatory prison sentence. It will not matter whether the dealer knew he/she was near a school, whether it is a public or private school, or whether the school is in session. The law will pertain to drug distributors, manufacturers, or persons possessing a controlled substance with the intent to distribute it. A fine of up to ten thousand dollars may also be imposed, but not in lieu of the two year term of

imprisonment.

DUE PROCESS FOR STUDENTS

Students have the right to fair and consistent disciplinary actions by teachers and administrators. Students have the right to due process in disciplinary proceedings; that is, students shall be informed of the specific policy or regulation which has been violated and shall be given an opportunity to present his or her side of the issue before being proceeded against. In cases where serious penalties are recommended, the Principal or Superintendent of Schools may invoke more formalized hearing procedures.

Students are held accountable by school officials for any behavior outside school time or off school property, including during school sponsored activities or as indicated in the Athletic Training Code or when under the jurisdiction of the school as noted in this booklet.

Students have the right to make up work missed during absences while under a short-term suspension. Students excluded from school will only be allowed to make up work missed as determined by the principal. Nothing contained in the statement on Due Process will interfere with the authority vested by law in the School Committee or delegate that authority to others.

END OF YEAR OBLIGATIONS

In June, at the completion of the school year, parents/guardians will be notified if their son/daughter has an obligation due (including, but not limited to, lost/damaged book(s)/equipment, unreturned/damaged items, athletic fees, etc.) Obligations must be met prior to August/ September in order to avoid consequences, including eligibility to participate/practice in any sport, drama or other extra- curricular program. Attending the Prom or any Semi-Formal Dance will also be denied until obligations (including class dues) will also be denied.

Obligations will be cumulative each year, so avoidance can be costly. For Seniors, the consequences of failure to meet his/her obligation(s)- including accumulated previous year's obligations- will be loss of Senior Activities (Senior Banquet, Class Trip, Senior Assembly and Graduation Ceremony).

Student parking at school without purchasing a parking sticker will be charged \$25 in June. The \$25 must be paid in addition to purchasing a parking permit in September for the upcoming school year. These obligations are held over through senior year. Caps and gowns are withheld until all obligations have been met.

EXTRACURRICULAR ELIGIBILITY & PARTICIPATION STANDARDS:

Academic Requirements

A student must secure during the last marking period preceding the contest (e.g. second quarter marks not semester grades determine third quarter eligibility) a passing grade in the equivalent of five traditional year-long major subjects.

To be eligible for the fall marking period, students are required to have passed for the previous academic year the equivalent for five traditional year- long major subjects.

Academic eligibility of all students shall be considered as official and determining only on the published date when the report cards for that marking period are to be issued to the parents of all students within a particular class.

A student with more than one failing grade in any subject matter is ineligible.

Incomplete grades may not count towards eligibility.

A student cannot count for eligibility any subject taken during summer vacation, unless that subject has been previously pursued and failed.

Any student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.

Any student who is academically ineligible may not attend practice sessions or join an extracurricular activity once the

practice season has started.

Participation Standards

1. Use or possession of illicit drugs, alcohol, tobacco, pods and or capsules whether occurring in or out of school, have no place in high school activities. Possession is interpreted as: "students that are determined to be in the presence of others using alcohol or drugs. It is the responsibility of the student to exercise good judgment when choosing to attend social activities where illegal substances may be available. Violators will incur the following consequences:
 - a. First Violation - Suspension from all non-athletic competition for the school term activity to two consecutive events, or two weeks of term in which the student is a participant, whichever is greater.
 - b. Second and Subsequent Violations - Suspension from all non-athletic competition for the current school term (in which the student is a participant) or for the next 12 consecutive weeks, whichever is greater.Penalties shall be cumulative each academic year. However, a penalty period will extend into the next academic year, if the penalty period is not completed during the season/school term of violation. The penalty shall carry over to the student's next season/school term of actual participation, which may affect the eligibility status of the student during the next academic year.
2. Students must attend all practice sessions. Only the advisors may excuse members from practice.
3. If a student is absent from school on the day of a contest or practice or if he/she arrives at school after 9:00 a.m. on the day of a contest or practice, participation shall not be allowed, unless absence has been cleared with a school administrator. If there is a half-day of school, the student must attend the entire session to be eligible to participate, unless absence has been cleared with the school administration. If students are dismissed due to illness, participation will not be allowed. *Students must meet at least 5 classes the day of a practice or contest in order to participate.*
4. Any student in violation of the drug or alcohol policy will be recommended to the community-based substance abuse educator for one mandatory meeting.
5. Students will conduct themselves as ladies and gentlemen at all times.
 - a. Suspension from school will mean suspension from participation.
 - b. Any student involved in the following will result in a suspension from one contest or one week of practice for extracurricular activities.
 - i. Unexcused absence from school.
 - ii. Cutting classes and /or cutting detention
 - iii. Leaving school grounds without the administration's permission
6. Inappropriate behavior towards a fellow student or staff member, which include, but is not limited to, the following:
 - a. the harassment or intimidation of a student or staff member
 - b. fighting with another student
 - c. extreme disrespect of a staff member or coach
7. Students have the right to fair and consistent disciplinary actions by advisors and administrators. Students shall be informed of the specific policy or regulations which have been violated and shall be given the opportunity to present his/her side of the issue before a decision is rendered. Due process is explained under STUDENT'S RIGHT TO DUE PROCESS.
8. Students on a disciplinary suspension cannot participate during that suspension. A student suspended a second time for a disciplinary reason will be removed for the remainder of the year.
9. Students receiving services under Chapter 766 whose individual education plan is a 502.4 or more restrictive prototype, may be declared academically eligible by their principal provided that all other eligibility requirements are met.

FALSE FIRE ALARMS

The following is the Massachusetts State Law in regard to false alarms of fire:

269 13 Crime Against Public Peace - (FALSE FIRE ALARMS)

"Whoever, without reasonable cause, by outcry or the ringing of bells or otherwise, makes or circulates or causes to be made or circulated a false alarm of fire, shall be punished by a fine of not less than one hundred dollars, nor more than five hundred dollars, or by imprisonment in a jail or house of correction for not more than one year".

Any school time missed because of a false fire alarm must be made up.

FIELD TRIPS

The school reserves the right to check all bags, carry-ons, and personal belongings before boarding the bus. At any time during the field trip if the school has reasonable cause, these same items will be searched. No open containers will be permitted on the bus or vehicle.

The school reserves the right to call parents to come and pick up their child if they have been found in possession of any illegal substance, using or are under the influence of drugs or alcohol, are involved in any illegal activity, or are in violation of any school policy.

Parents of any student who acts disrespectful or unruly, is injured or ill while on the trip, or leaves the group without permission will be contacted and asked to come and get their child.

All school rules are in full force for the duration of the trip.

Students with any health concerns will need a statement from their physician to clear them for a field trip.

Students falling under the conditions as described below may be excluded from participating in field trips as determined by the administration:

- Prior suspension or other serious disciplinary issues during the current school year.
- Poor attendance or current academic standing.
- Having a history of behavioral difficulty on prior field trips.

FOOD/BEVERAGE /WATER BOTTLES

Students are not allowed to carry food or beverages into classes between homeroom period and the end of sixth period. Students are allowed to carry water bottles during the school day under the following restrictions:

- The bottle must contain water and no other liquid/beverage (i.e. tea, coffee, Gatorade, etc.).
- The container the water is in must be transparent (see-through).
- Staff and administration reserve the right to inspect the contents of the container.

FREE EXPRESSION

Students have the right to express themselves and to disseminate their views through speech, writing, artwork, publications, pictures, posters, buttons, insignias, armbands and all other media or communication, subject to reasonable regulations as to the use of school materials and equipment and the time and manner of distribution of materials, to refrain from libel and slander, to refrain from incitements to crime or violations of law or lawful regulations and to refrain from the use of obscenities or obscene material.

1. Circulation of Petitions, Circulars, Newspapers, & Other Printed Matter

a. Time - the time of distribution shall be agreed to by the Principal so as to prevent interference with individual class programs.

b. Manner - the manner of distribution shall be such that: coercion is not used to induce students to accept printed matter or to sign petitions; funds or donations shall not be collected for the material distributed; leaflets and printed material to be distributed shall be submitted to the Principal prior to such distribution (approval or disapproval of such distribution shall be given within a reasonable time and the Principal may limit the number of students or groups of students who may distribute materials in any one day - as in similar circumstances an appeal of the Principal's negative decision may be made to the Superintendent).

Materials are not left undistributed or stacked for pick-up while unattended at any place in school or on school grounds; the distributor must be a student of the school involved (a non-student must have the Principal's written permission); student distributors have the responsibility of cleaning up any litter that may result; the distribution of materials shall not hinder the normal flow of traffic within the school.

2. Limitations on Right to Exercise Free Expression

In the exercise of the student rights described above, no person shall speak or distribute materials, wear buttons, or make other displays or post notices or other materials which are obscene according to current legal definitions; or advocate racial, ethnic or religious prejudice; incite students so as to create a clear and present danger of the imminent commission of unlawful acts on school premises or of the disruption of the orderly operation of the school.

In January, 1988, the Supreme Court decision in the case of Hazelwood School District vs. Kuhlmeier, the Court concluded that:

School authorities do not violate First Amendment rights of students exercising control over the style and content of student speech in school-sponsored expressive activities, as long as their actions are reasonably related to legitimate educational concerns.

HARASSMENT

Wahconah Regional High School is determined to maintain a learning environment that is free from harassment including, but not limited to the following: any person's race, color, sex, sexual orientation, national origin, disability, physical or personal characteristics or appearance. The school prohibits any and all forms of the aforementioned harassments.

The school will act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, sexual orientation, national origin, disability, physical/personal characteristics or appearance or hate/bias crimes, to promptly take appropriate action to protect individuals from further harassment; and if determines that unlawful harassment occurred, to promptly and appropriately discipline any student who is found to have violated this school rule, and/or take other appropriate action reasonably calculated to end the harassment.

COMPLAINT PROCEDURE FOR ALLEGED DISCRIMINATORY OR HARASSING CONDITION

The Central Berkshire Regional School District is committed to equal employment and educational opportunity for all employees and applicants, students, and members of the school community without regard to race, color, sex, religion, national origin, age, sexual orientation, disability or homeless/unaccompanied status in all aspects of employment and education. The members of the school community include the School Committee, administration, staff, students, and volunteers working in the schools, while they work and study subject to school authorities.

The Central Berkshire Regional School District is committed to maintaining a school and work environment free from harassment based on race, color, sex, religion, national origin, age, sexual orientation, disability or homeless/unaccompanied status. The Central Berkshire Regional School District expects all employees, students and other members of the school community to conduct themselves in an appropriate and professional manner.

Harassment on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability or homeless/unaccompanied status in any form will not be tolerated. Such harassment includes unwelcome remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or handicap individuals or groups.

Complaint Procedure:

1. Any member of the school community who believes that he/she has been subjected to harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation he/she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or his/her designee, and so

notify the parties by certified mail.

3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, district will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

Adopted: April 29, 1976

Revised: April 10, 2008 (Completely rewritten)

The names of the Sexual Harassment/Harassment Investigators are:

- Stephen Messina, Wahconah Regional High School
smessina@cbrsd.org Tel: (413) 684-1330
- Melissa Falkowski, 254 Hinsdale Road, Dalton MA
mfalkowski@cbrsd.org Tel: (413) 684-0320

HAZING

All persons must refrain from hazing as defined in Chapter 536, Acts of 1965, also known as Massachusetts General Law, Chapter 269. The Central Berkshire Regional School District considers hazing to be a serious violation of conduct and those students involved with hazing will be subject to the school discipline codes, including suspension or exclusion. The pertinent sections on the state law relating to hazing include the following:

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

The term hazing as used in this section and in sections 18 and 19, 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 persons. (Central Berkshire Regional School District students come under the jurisdiction of the schools as outlined in policy #6510. Provisions of the state law would be in effect on private property). Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18 - Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crimes shall be punished by a fine of not more than five hundred dollars (State Law).

Section 19 - Each secondary school shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe pledges or applicant for membership in such group or organization, a copy of this section and sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18.

JURISDICTION OF THE SCHOOL

Students at Wahconah Regional are considered under the jurisdiction of the school if on school grounds or within the school at any time. Students are considered under the jurisdiction of the school at the following times:

If under the direct supervision of a teacher, administrator, advisor or chaperone, no matter what time, whether the school is open or closed. (i.e., club activities, or special help sessions);

While traveling to and from school by the most direct route for a reasonable amount of time as determined by the

administration;

While riding on a school bus to and from school, and while riding on a school bus or charter bus secured by the school or an approved school organization for travel to and from a school activity or a school-approved activity;

While at any school-sponsored activity on or off the school premises;

As spectators at away games, students of Wahconah Regional High School must abide by all laws and regulations to which other spectators are subject;

While subject to the athletic training code to the extent provided therein;

If a member of an athletic team engages in smoking, use of or possession of alcohol or drugs, that person will be suspended from all athletic competition for the current sports season.

Students using any of the school grounds at any time must abide by all regulations and reasonable rules of the school.

Students are to leave the school premises if they are not specifically involved in some sponsored program or activity on the 2:30 p.m. bus. The 3:30 p.m. late bus is only for students that are specifically involved in some school sponsored program or activity. Late bus passes must be given to students by the teacher/staff member who detained them.

LEAVING CLASS

School policy does not permit students to obtain permission to be out of class except in the case of an emergency, or teacher discretion as to the use of the girl's/boy's rooms. Teachers are not to allow students out of class to make phone calls.

LUNCH ROOM REGULATION

Students are reminded that "cutting in line" is not fair to other students. Students are expected to place their trays on the dishwasher window after removing paper and trash. Tossing trays into this area may result in a suspension. Those bringing their lunch should dispose of all trash in the receptacles provided. School books should be placed in the "cubbies" provided on each side of the cafeteria or left in your rooms. Seniors only are allowed to take food and beverage items in the cafeteria courtyard (weather permitting) during lunch as long as it is used appropriately and remains clean. Lunch trays are not to be brought to other parts of the building. ALL FOOD IS TO BE CONSUMED IN THE CAFETERIA – not in B lobby.

Throwing food that causes a major outburst or fight is serious misconduct. Students seen throwing food are subject to detention and if it results in serious misconduct, will be involved in a suspension or exclusion hearing.

Students are not allowed to go to the parking lot or any area outside of the building. You are expected to keep the lunch room areas free from litter and may be asked to help do so from time to time by the school staff.

Students cannot order food from the outside and bring it into the cafeteria.

PERSONALITY AND CHARACTER TRAITS

One of the most important aspects of education is to develop good personality and character traits. A high rating in these traits is as important to a student as high academic marks. These ratings are requested often by employers and colleges. Students who are constantly conscious of these characteristics seek to help themselves by becoming better school and community citizens.

PHYSICAL RESTRAINT

CBRSD ensures that every student participating in CBRSD education programs will be free from unreasonable use of physical restraint. Physical restraint shall only be used in emergency situations after less intrusive alternatives have failed or been deemed inappropriate and with extreme caution. All reporting requirements of 603 CMR 46.06(2) shall be complied with in the event a restraint occurs.

PRIOR PERMISSION

If a student plans to be absent for any planned reason, prior permission must be obtained from the Assistant Principal

at least a day before the absence. For school related activities, parental permission slips are required. Other requests by students to leave school for medical or dental appointments must be accompanied by a note from a parent or guardian. Upon returning, a student must check in at the office.

PRANKS

Students that engage in school pranks of any kind may face serious consequences, up to and including external suspension or expulsion. The consequences for this behavior may also lead to the loss of privileges, such as class activities up to and including the privilege of participating in Senior Assembly, Graduation or other Senior Week function.

PUBLIC DISPLAYS OF AFFECTION

Students will be asked to refrain from public displays of affection. The administration and staff discourage couples from kissing/hugging in the corridors. The administration, staff, and students find such displays embarrassing, disrespectful, offensive and in poor taste in a public building. Offenders will be warned and may be referred to the administration. The second offense will result in parental notification and continued offenses will result in further disciplinary action from the administration.

RESPECT TOWARDS TEACHERS AND STUDENTS

No teacher's name or student's name may be used in school plays or publications without advance approval from the office and the individual concerned. All school drama performances shall function subject to Federal, State, and Local laws regarding obscenity and libel.

RESPONSIBILITIES OF STUDENTS

Students must:

Treat all persons and students with respect, regardless of sex, sexual orientation, race, color, creed, ethnic background, religion, handicap, socioeconomic status, or minority group membership.

Refrain from impairing the educational process or depriving students or teachers of their rights.

Respect the personal property of other students and teachers.

Refrain from acts endangering students or teachers, or impairing the condition of maintenance of school buildings or grounds.

Recognize the authority of the teacher and of duly commissioned non-teaching personnel anywhere in the school buildings or grounds.

Refrain from rude language or conduct.

Adhere to school rules and attempt to institute change through legally acceptable channels.

Apply their best efforts in studying and learning in each subject and class.

Keep their parents and/or guardians informed of all important school matters and events.

Respect the rights of all other students, teachers, administrators, counselors, nurses, aides, custodians, administrative assistants, cafeteria employees, bus drivers and guests.

Respect the individual right of each human being to differ and be different from themselves.

RESTRICTED PASSES

This pass will be issued to all those students who are identified as having been abusive with regard to the number of classroom leaves. If a student has obtained more than two passes per day during any five day period, that student will be issued a restrictive corridor pass. If a student has been seen in the halls more than three times without a pass in a five day school period, that student will also be issued a restrictive corridor pass.

If placed on a restrictive pass, a student is subject to the following rules:

1. Students may leave class only twice a day. Once they have taken a second leave, they will not be allowed to leave another class that day.
2. Students MUST present this pass to their teacher in order to leave class.
3. Students who do not have their restricted pass with them, and need to leave a classroom, will be assigned a detention if they choose to take that leave.
4. Students arriving unexcused late to class must have their pass signed by the classroom/DLT teacher – this unexcused tardy will count as 1 leave.
5. Any student on a restricted pass who is found out of class after their second leave, will be involved in an immediate parental conference and a suspension hearing.

Students are responsible for this pass. If you lose it, you will not be issued another one until the next Day 1. If it goes through the wash, we will issue a new one if you present the washed one.

Students may work their way off this restricted pass list if they can show the administration that their use of this pass is considerably less over three Day 1- 7 time period (21 school days).

EDUCATION FOR PREGNANT STUDENTS

The right to an education is a basic right and cannot be denied to a pregnant student.

1. It is recommended that a student who becomes pregnant inform her guidance counselor of her condition.
2. School counseling services will be made available, as appropriate.
3. A student is to be encouraged to remain in school as long as her condition permits.
4. Pregnant students are eligible to take part in those support programs that are provided by the District. When programs exist outside the District, the District's guidance counselor will make arrangements through the Superintendent's office for appropriate placement and funding, and the student/parent shall provide the transportation.
5. Support programs will be correlated with the student's core program of studies. The District's guidance department will authorize and arrange academic credit.
6. After the birth of the child, the student will be encouraged to remain in school.

Policy 6740 (revised April 23, 1987)

SEARCH AND SEIZURE

Students shall be free from searches and seizures of their persons, papers, and personal effects with two exceptions:

Articles in the possession of students in violation of school regulations may be seized if in plain view or as provided in the 1985 Supreme Court decision "New Jersey vs. T.L.O.". This decision gives flexibility to school officials and teachers to conduct reasonable warrantless searches of students.

The student lockers, belonging to the school and supplied for student convenience, may be searched by a school official provided that the official has a reasonable basis to believe that articles kept therein are in violation of law or school regulations. A student's refusal to cooperate with a search will be judged as an admission of guilt and will be dealt with at the discretion of the administration.

The Dalton Police Department and the Drug Task Force Canine Unit may make an unannounced visit to the school during the school year. Students are placed in a lock-down mode for approximately 45 minutes while the unit goes throughout the corridors checking student lockers, as well as the locker rooms. Student vehicles in the school parking lot will also be subject to search and seizure.

SECURE SCHOOL ENVIRONMENT

The first responsibility of a school system is to insure students and their parents of an orderly, safe environment in which effective teaching and learning can take place. Toward this end, the following procedures are in effect:

Organized Youth Groups - Principals shall deal firmly and decisively with incidents reflecting threats to students within the schools, or at school functions as well as en route between home and school that can be attributed to youth groups. If such incidents are attributable to concerted activities by youth groups however organized, they shall be considered most serious violations to our discipline policy subject to the maximum suspension permissible at the building level (9 days) and a recommendation for extension of suspension to the central administration. Law enforcement authorities are also to be notified. Where referrals to the central administration reveal that membership in such a youth group was instrumental in the offense, the violator will be removed from the school setting for greater than nine days.

A "gang" as defined here, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engage in a pattern of criminal gang activity.

No student on or about school property or at any school activity

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership in or affiliation with any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, etc.,) showing membership in or affiliation with a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gang;
 - b. requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
 - c. committing any illegal act or violation of school district policies;
 - d. inciting another person to act with physical violence upon any other person.

Direct Threats

Examples of direct threats include the threat of or the actual behavior of: bringing a knife, gun, or other weapon to school, "blowing up" the school, writing (including online posting) a "hit list", statements (including, but not limited to online statements) implying death, harm or school destruction, written or verbal statements.

In the event of a direct threat by a student to cause death or destruction, the following guidelines are in place:

1. The classroom teacher will immediately contact administration to come to the classroom and remove the student.
2. The Administrator (Principal or Assistant Principal) will investigate the threat.
3. The student's locker and personal belongings will be searched.
4. Upon investigating, if administration deems that the student is a direct threat, that student will be suspended from school.
5. In the order deemed appropriate based on the administrator's initial investigation, he/she will consult with the police, school counselor(s) parents/guardians and Superintendent.
6. The police may take whatever action they deem necessary to protect the school community.
7. Following the investigation, the student may be required to undergo a mental health evaluation by a licensed clinician to assess the safety of the students towards self and others. It is the responsibility of the parent/guardian to make all necessary arrangements. A written statement is required from the clinician verifying completion of the evaluation, indicating whether the student is considered to be a threat to him/herself or to others and stating recommendations for treatment.
8. Based on the above information above the administrator will consult with the school support team to review the results of the investigation and evaluation and to determine re-entry to school as well as a possible further discipline measures.

9. The administration will see to it that the school will maintain contact with the student and parents during suspension. In addition, the administration will communicate with all parties involved, facilitate re-entry to school, and conduct regular follow-up meetings with the student upon re-entry to school. The administration reserves the right to delegate all or part of this responsibility to the school adjustment counselor, guidance counselor or other school support personnel based on a previous relationship with the student as well as other considerations.
10. Upon re-entry to school, the student and parent may be required to meet with the administration and other school support personnel.

Indirect Threats

Indirect threats may include drawings of violent scenes in the school, manipulation of computer equipment including but not limited to, displaying a website on explosives, leaving messages on a screen, etc.

In the event of indirect threats, the following guidelines are in place;

1. The classroom teacher will immediately contact administration to come to the classroom and remove the student.
2. The administrator (Principal, Assistant Principal, or Dean of Students) will investigate the threat.
3. The administrator will implement any of the steps put forth listed under **Direct Threats** that he/she deems necessary.

SELLING CHANCES

Unless it is a school sponsored activity or in connection with a nonprofit organization, selling chances at Wahconah Regional High School will not be allowed. Gambling and card playing are prohibited on the school premises.

Students are prohibited from making private monetary transactions while on school property. Such transactions also include the trading of favors or any object of value.

SENIOR OBLIGATIONS

All financial obligations (including, but not limited to, athletic fees/equipment, class dues, books, parking permits, etc. must be met in order for seniors to participate in any senior week activity. (Obligations are held over from year to year).

SKIP DAY

A skip day is not acknowledged and will not be tolerated. If a skip day is confirmed by the administration, appropriate disciplinary action will follow as stated in the headings "g" and "h" ATTENDANCE PROCEDURES. The administration considers "skip day" to be very serious disobedience and/or very serious misconduct. (If a skip day is confirmed by the administration, the first function to be canceled is the senior class trip/picnic.)

SMOKING/VAPING POLICY

No school personnel, student or individual shall smoke (including e-cigarettes) in any building or on school grounds of the Central Berkshire Regional School District. Student violators will be subject to internal suspension and subsequent violations may lead to external suspension from school.

- i) Offense one - 1 day internal suspension
 - (1) Mandatory assignment - completion of reading, video and project that demonstrates their understanding of the dangers of vaping and smoking.
 - (a) Must be completed before the end of the school day during internal suspension
 - (2) One meeting with a substance abuse educator *or school counselor*
 - (3) Parent/guardian will be contacted
 - (4) Student will be placed on restricted pass
- ii) Offense two - 1 day of internal suspension

- (1) Mandatory completion of a reading and assignment that demonstrates an understanding of the dangers of vaping and smoking
 - (a) Must be completed before the end of the school day during internal suspension
 - (2) 3 hour - Saturday education class
 - (3) Parent/guardian meeting with Student Support Team
 - (4) Student will be placed on restricted pass
 - (5) 1 meeting with a substance abuse educator
- iii) Offense 3 (and subsequent offenses)- 1 day of external suspension
 - (1) Mandatory completion of a reading and assignment that demonstrates an understanding of the dangers of vaping and smoking
 - (a) Must be completed upon return to school from suspension
 - (2) 3 hour - Saturday education classes
 - (3) Parent/guardian meeting with Student Support Team
 - (4) Student will be placed on restricted pass
 - (5) 2 meetings with a substance abuse educator
 - (6) 10 hours of community service (within 60 days of the incident) - pre-approved by Administration

Failure to fully complete mandatory assignment will result in Extracurricular Probation

- iv) If a student does not complete *the mandatory assignment* at any level of offense they will be ineligible to participate in any extracurricular activities.
 - (1) Mandatory assignment
 - (2) Saturday education class
 - (3) Meeting(s) with substance abuse educator
 - (4) Community Service

***Extracurricular activities will include - Athletics(practice and games), clubs and activities, dances and all other school sponsored events beyond the school day.

If a student is found to be in possession of a tobacco product or pod/capsule used in an electronic vaping device, the consequences will be as follows:

- i) Offense one - Detention, Confiscation, Parental Notification
 - (1) Mandatory assignment - completion of reading, video and project that demonstrates their understanding of the dangers of vaping and smoking.
 - (a) One meeting with a substance abuse educator *or school counselor*
 - (2) Student will be placed on restricted pass
- ii) Offense two - 2 days of detention, Confiscation, Parental Notification
 - (1) Mandatory completion of a reading and assignment that demonstrates an understanding of the dangers of vaping and smoking
 - (a) Must be completed before the end of the school day during internal suspension
 - (2) Student will be placed on restricted pass
 - (3) 1 meeting with a substance abuse educator
- iii) Offense 3 (and subsequent offenses)- 1 day of internal suspension, Confiscation, Parental Notification
 - (1) Mandatory completion of a reading and assignment that demonstrates an understanding of the dangers of vaping and smoking

- (a) Must be completed upon return to school from suspension
- (2) 3 hour - Saturday education classes
- (3) Parent/guardian meeting with Student Support Team
- (4) Student will be placed on restricted pass
- (5) 2 meetings with a substance abuse educator
- (6) 10 hours of community service (within 60 days of the incident) - pre-approved by Administration

Students will be suspended for "reasonable suspicion of smoking", including juuling and/or vaping. Students in a smoke filled bathroom and/or with the smell of smoke on their hands/clothing/breath, will be involved in a suspension hearing.

On April 13, 1989, the Massachusetts' Department of Health put into effect a new SMOKING LAW. (Copies are available in the Principal's office). The school, or any other public institution, is subject to a fine of at least \$400 if the law is violated...thereby reinforcing school policy by STATE LAW.

SPORTSMANSHIP CODE

Athletic contests are games - not battles or fights. The victors deserve congratulations; the losers, respect. Each player and spectator accepts all decisions as given, no matter how he thinks he may have seen it. Contests should promote good will between schools, and it is the duty of each player and spectator to promote this feeling.

Obscene, rowdy or inciting types of cheers, littering playing areas, throwing objects, and verbal indignities directed toward visiting athletes or officials have no place in high school athletics. Spectator participation at a school sponsored activity represents another type of learning experience that must be taught by school personnel. Students, visitors, and parents must realize that rowdy behavior will not be tolerated. Offenders will be removed.

STALKING

The new stalking bill has recently been signed into law. It is a measure to curb the harassment of any individual who fears for his/her life. The new law provides for the arrest of anyone who repeatedly follows another person and threatens them. It includes a mandatory jail term provision. Any student accused of "stalking" another student will be investigated and if found to be involved, a parental conference will be scheduled and a suspension hearing will be held.

STUDENT DISCIPLINE PROCEDURES

The district's discipline procedures are designed to do the following:

- limit the use of long-term suspension as a consequence for student misconduct until other consequences have been considered and tried as appropriate
- promote engagement of a student's parent in discussion of the student's misconduct, and options for responding to it
- encourage principals to implement procedures to address the impact of disciplinary action on selected student populations and to modify disciplinary actions as needed
- 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
- keep schools safe and supportive for all students while ensuring fair and effective disciplinary practices.

To the extent appropriate, progressive discipline will be used by all schools in the Central Berkshire Regional School District. Progressive discipline is a system in which the penalties increase upon repeated occurrences. The consequence for a particular infraction will depend on a variety of factors that include the severity and nature of the infraction and previous discipline history of the student. For example, a student's second and subsequent violations may merit a more severe penalty than the first violation. Examples of disciplinary actions include but are not limited to:

- **Before and After School Detention:** A student may be detained by a faculty member or by the assistant principal or principal for as many days as deemed appropriate to the teacher or administrator assigning the detention. If a student has a major conflict such as a doctor's appointment, the student will be allowed to come to detention the next day, but this will need to be confirmed by the person assigning the detention. If a student is asked to report for detention on the same day that the offense occurs, the teacher or administrator will have the student call home before serving the detention to let the parents know his or her whereabouts. If a student fails to serve an assigned detention, he or she may be suspended.
- **Parent Conference:** A student may be required by the assistant principal, principal, or any staff member to have his or her parents or guardians contact the office for a phone conference or for a personal conference involving any or all of the following people: principal, assistant principal, staff member requesting the conference, the student's parents, and the student.
- **Saturday Detention:** A student may be assigned a Saturday detention at the discretion of the assistant principal or principal.
- **Community Service:** At the discretion of the assistant principal or principal and as an alternative to suspension, students may be assigned to a variety of community service opportunities. These opportunities may include, but are not limited to, after-school building or grounds clean-up, assistance in the main office, and work with other community agencies.
- **School Probation:** School probation involves monitoring student behavior and limiting student participation in school activities. The normal period of probation will be two weeks, during which time you will not be allowed to participate in any extracurricular activity, attend Dance/Activity Nights or evening programs sponsored by the school. A student may be given a longer period of probation if the circumstances warrant. School probation may be assigned by either the assistant principal or principal.
- **In-School Suspension:** A student may be suspended from one or more classes at the discretion of the assistant principal or the principal.

The district promotes the use of a variety of alternatives to suspension, except for the disciplinary offenses:

1. possession of a dangerous weapon;
2. possession of a controlled substance;
3. assault on a member of the educational staff; or
4. a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, § 37H or 37H½;

All students who have been suspended, in-school or out-of-school, or expelled, regardless of the type of offense, have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.

Alternatives to Suspension under M.G.L. c. 71, § 37H¾:

In every case of student misconduct for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports.

Notice of Suspension and Hearing under M.G.L. c. 71, § 37H¾:

(1) Except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal will not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

(2) The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:
 - 1. the rights set forth in 603 CMR 53.08 (3)(b); and
 - 2. the right to appeal the principal's decision to the superintendent.

(3) The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing.

Emergency Removal under M.G.L. c. 71, § 37H¾:

(1) A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
- (b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the Principal that complies with 603 CMR 53.08(2) or (3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
- (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and (d) or (3)(c) and (d), as applicable.

- (2) A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Principal's Hearing under M.G.L. c. 71, § 37H^{3/4}:

- (1) The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth in 603 CMR 53.08(3) in addition to those rights afforded to students who may face a short-term suspension from school.

(2) Principal Hearing - Short-term Suspension

- (a) The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances

surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

- (b) Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

- (c) The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

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

(3) Principal Hearing - Long-term Suspension

- (a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

(b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
4. the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording provided to the student or parent upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

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

(d) Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent. If the principal decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the Principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain

language:

- a. the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five calendar days of the effective date of the long-term suspension; provided that within the five calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven additional calendar days; and that
 - b. the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.
- (e) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

Superintendent's Hearing under M.G.L. c. 71, § 37H^{3/4}

- (1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
- (2) The student or parent shall file a notice of appeal with the superintendent within the time period set forth 603 CMR 53.08 (3) (d) 5.a. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.
- (3) The superintendent shall hold the hearing within three school days of the student's request, unless the student or parent requests an extension of up to seven additional calendar days, in which case the superintendent shall grant the extension.
- (4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.
- (5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- (6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).
- (7) The superintendent shall issue a written decision within five calendar days of the hearing

which meets the requirements of 603 CMR 53.08(3)(d)1. through 4. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

- (8) The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

In-School Suspension under M.G.L. c. 71, § 37H¾

- (1) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.
- (2) The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten days, cumulatively or consecutively, in a school year.
- (3) On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
- (4) The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred.

Exclusion from Extracurricular Activities and School-Sponsored Events

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in M.G.L. c. 71, § 37H¾ or 603 CMR 53.00.

Disciplinary Offenses under M.G.L. c. 71, § 37H or 37H½

- (1) School districts shall adopt disciplinary policies and procedures applicable to a student who is accused of a disciplinary offense under M.G.L. c. 71, § 37H or 37H½. Such policies and procedures shall be consistent with the applicable statute and provide due process of law.
- (2) The principal may remove a student who has committed a disciplinary offense under M.G.L. c. 71, § 37H or 37H½ from school for more than 90 days in a school year.

- (3) Any student who is removed from school for a disciplinary offense under M.G.L. c. 71, § 37H or § 37H½ shall have an opportunity to receive education services and make academic progress during the period of removal, as provided in 603 CMR 53.13.

School-Wide Education Service Plan for students on Short- or Long-term suspension

- (1) Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
- (2) Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.
- (3) Each school has a process for developing school-wide education service plans for education services that the school district will make available to students who are expelled or suspended from school for more than ten consecutive days. Each plan is individualized to the needs of each student and is developed in collaboration with the guidance department, special education department, and classroom teachers, as applicable. Students and their parents will be notified of the process for developing and arranging such services at the time of suspension/expulsion. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all

students under M.G.L. c 69, §§ 1D and 1F.

- (4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.
- (a) The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
- (b) For each student expelled or suspended from school for more than ten consecutive days, whether in school or out of school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

TARDY REGULATIONS

Excessive tardiness to school may result in further consequences at the discretion of the administration.

1. Tardy to School

- a. The student reports to the Main office as soon as he/she enters school. A record of all tardies and unexcused tardies are kept in the office.
- b. The first time a student is tardy (unexcused) he/she will receive a warning. However, if the student is tardy for the majority of first period, or later, he/she may be subject to detention(s) on the first offense. Oversleeping on the student's part is not an excusable reason.
- c. The second and following unexcused tardies in any twenty school day period, will result in detention. Continued truancies and tardiness will result in a parental conference, a possible suspension hearing and if driving to school, may result in loss of parking privileges.

Tardiness is excused in emergency situations, but only if a parent calls (or when a note signed by the parent or guardian) *stating the reason* is presented to the office.

2. Tardy to Class or DLT

- a. The student will report directly to the class/DLT and may be detained after school by a teacher.
- b. The teacher will send any student to the Assistant Principal's office if repeatedly tardy to class or DLT. The administration will assign detention and/or call parents/guardians of their child's continued tardiness.

TITLE IX AND CHAPTER 622

Title IX and Chapter 622 are Federal and State laws which guarantees access to all public schools and public school programs, courses, advantages, and privileges, without regard to race, color, sex, religion, or national origin.

All courses, programs and extracurricular activities must be open to all students. This includes physical education, industrial arts, vocational and career education, home economics, advanced placement courses, athletic programs and school-sponsored clubs.

The "advantages and privileges" of public education include being taught by teachers whose instructional practices are free of sex-role and minority group stereotyping, however unintended or unconscious it might be.

Any parent, guardian, student or other person or group who believes that Title IX and Chapter 622 regulations have been violated, may grieve that violation. All grievances or questions should be made known to Chapter 622 Coordinator, Melissa Falkowski, Assistant Superintendent, in writing, CBRSD, PO Box 299, Dalton, MA 01227

All grievances will be kept confidential and every effort will be made to reduce sensitive issues discreetly and without embarrassment or harassment. If the grievance is not resolved satisfactorily it will be brought to the School Committee. A copy of the grievance will also be sent to the Bureau of Equal Education Opportunity. The School Committee will have thirty (30) days to respond in writing to the complaining party. A copy of this response will be sent to the Bureau of Equal Education Opportunity.

Students having questions about any of the above information should please contact the School Administration, Administrator of Personnel Services, the Athletic Director, or Melissa Falkowski about your particular concerns.

VANDALISM

Vandalism is defined as the willful destruction of property. In terms of the Central Berkshire Regional School District, property includes, but is not limited to, the school buildings, materials, artwork and equipment, the school yards and fields, textbooks, etc. Any student who commits an act of vandalism will be liable for restitution and, in addition, subject to any and all of the following disciplinary actions: suspension, exclusion, and referral to legal authorities for further action. Students who are eighteen years of age or older, will be liable for full restitution of damages.

Informal Actions: The student responsible for damages will be contacted by the school principal. The extent of the

damage and amount of restitution required will be explained. A billing will be prepared with instructions indicating how payment should be completed within thirty (30) calendar days.

Parents or guardians of students responsible for damages will be contacted and explained the extent of damages, the amount of restitution required and that restitution should be completed in thirty (30) calendar days. For the parent or guardian consenting to restitution, a billing will be prepared with instructions indicating how payment should be made.

Formal Actions: Failure or refusal to pay damages will result in suspension or exclusion from school and students disputing liability for restitution will have information about the incident forwarded to legal authorities for appropriate action.

Failing recovery of, or refusal of parents to pay such damages, the school principal will forward the following information to the School Business Administration at the Central Office: location, date, description of incident, estimate of repair costs, name of student involved, name and address of parents or guardians and whether the parent or guardian had or had not consented to their liability for restitution.

For the parent, or guardian, disputing liability for restitution, the preceding information will be forwarded directly to legal authorities for appropriate action.

VISITORS

All visitors will be required to show identification and sign in and out at the main office. A visitor's tag worn during the visit will be issued and returned when leaving the building. The time and reason shall be indicated. *ANY QUESTIONS CONCERNING A VISITOR SHALL BE DIRECTED TO THE PRINCIPAL OR ASSISTANT PRINCIPAL. Permission shall be obtained from an administrator prior to visitation.*

Visitors to the school are not permitted unless they are here to observe in the classrooms or have business with the main office or guidance.

The school is not a babysitting service, therefore younger brothers and sisters and other younger children are not to be brought to school, unless they are invited for participation in an academic class activity.

Any visitor except those on official school business shall not be allowed to see a student without the permission of the custodial parent except for a non-custodial parent or an emergency contact person as provided in Policy #6421 of the Massachusetts State Laws.

WEAPONS

Possession of a weapon/look-alike weapon in school, on school grounds, en route to and from school, or at school functions and/or activities is prohibited. A student found to be in possession of a weapon/look-alike weapon while under school jurisdiction is subject to an exclusion hearing as well as legal action. Use of any instrument as a weapon/look-alike weapon, whether or not designed as such, is also prohibited. Weapons/look-alike weapons shall include, but not be limited to guns, knives (regardless of the size of the knife), switchblades, chains, studded jewelry and explosive devices.

Any student in possession of a weapon/look-alike weapon as herein defined, is therefore in violation of this policy. The violator will be reported to the administration, who, in turn, will notify law enforcement officials for further legal action. By law, possession of a weapon/look-alike weapon is a felony. The weapon/look-alike weapon will be confiscated, parents notified, and appropriate disciplinary action taken.

A student found to be responsible in whole or in part for the presence of a loaded firearm at school, on school property, or at a school function, shall be subject to an exclusion hearing.

A student using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subjected to extended suspension or expulsion proceedings as well as possible legal action.

A student whose use of a weapon has caused injury to another person, intended or unintended, will be subject to legal as well as disciplinary action.

CBRSD CIVIL RIGHTS LAWS/DISTRICT COORDINATOR

INFORMATION

Central Berkshire Regional School District **Civil Rights Laws/District Coordinator Information**

All programs, activities and employment opportunities provided by the CBRSD are offered without regard to race, color, gender, religion, national origin, sexual orientation or disability. Questions regarding implementation of these practices should be addressed to the appropriate coordinator listed below.

<p>Title VI: <i>Title VI of the Civil Rights Act of 1964</i> Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color or national origin in programs or activities receiving federal financial assistance. Title VI is codified at 42 U.S.C. 2000d <i>et seq.</i>; regulations have been promulgated under it in the Code of Federal Regulations at 34 CFR Part 100 (available at http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr100.html)</p> <p style="text-align: center;">Coordinators Ms. Melissa Falkowski Assistant Superintendent 254 Hinsdale Road 413-684-0320 ext.1002</p>	<p>Section 504: <i>Section 504 of the Rehabilitation Act of 1973</i> Prohibits discrimination, exclusion from participation, and denial of benefits based on disability in programs or activities receiving federal financial assistance. Section 504 is codified at 29 U.S.C. 794; regulations have been promulgated under it at 34 CFR Part 104 (available at http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html).</p> <p style="text-align: center;">Coordinator Ms. Maria Geryk Director of Student Services 80 Maple Street Hinsdale, Ma 01235 413-655-0146</p>
<p>Title IX: <i>Title IX of the Education Amendments of 1972</i> Prohibits discrimination, exclusion from participation, and denial of benefits based on sex in educational programs and activities receiving federal financial assistance. Title IX is codified at 20 U.S.C. 1681 <i>et seq.</i>; regulations have been promulgated under it at 34 CFR Part 106 (available at http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html).</p> <p style="text-align: center;">Coordinators Mr. Stephen Messina Mrs. Melissa Falkowski Asst. Principal Wahconah Assistant Superintendent 150 Windsor Road 254 Hinsdale Road Dalton, Ma 01226 Dalton, Ma 01226 413-684-1330 ext.1103 413-684-0320 ext.1002</p>	<p>IDEA 2004: <i>the Individuals with Disabilities Education Act of 2004</i> Governs special education. Most of IDEA 2004 is codified at 20 U.S.C. 1400 <i>et seq.</i>; regulations have been promulgated under it at 34 CFR 300 (available at http://www.ed.gov/legislation/FedRegister/finrule/2006-3/081406a.html), effective October 13, 2006.</p> <p style="text-align: center;">Coordinator Ms. Maria Geryk Director of Student Services 80 Maple Street Hinsdale, Ma 01235 413-655-0146</p>
<p>Title II: <i>Title II of the Americans with Disabilities Act of 1990</i> Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in public entities. Title II is codified at 42 U.S.C. 12131 <i>et seq.</i>; regulations have been promulgated under it at 28 CFR Part 35 (available at http://www.ed.gov/policy/rights/reg/ocr/edlite-28cfr35.html).</p> <p style="text-align: center;">Coordinator Ms. Maria Geryk Director of Student Services 80 Maple Street Hinsdale, Ma 01235 413-655-0146</p>	<p><i>The McKinney-Vento Homeless Assistance Act, reauthorized in December 2001</i> Part of the federal No Child Left Behind Act, ensures educational rights and protections for children and youth experiencing homelessness and requires school districts to adapt to a new set of requirements regarding the education of this needy at-risk population. Information on this act is available in the Massachusetts Department of Education's Homeless Education Advisories at http://www.doe.mass.edu/mv/haa</p> <p style="text-align: center;">Coordinator Ms. Maria Geryk Director of Student Services 80 Maple Street Hinsdale, Ma 01235 413-655-0146</p>
<p>Title VII: <i>Civil Rights Act of 1964</i> Prohibits discrimination by employers on the basis of race, color, religion, sex or national origin.</p> <p style="text-align: center;">Coordinator Mrs. Melissa Falkowski Assistant Superintendent 254 Hinsdale Road Dalton, Ma 01226 413-684-0320 ext. 1002</p>	<p>Chapter 151B: <i>Massachusetts General Laws</i> Prohibits discrimination by MA employers on the basis of race, color, national origin.</p> <p style="text-align: center;">Coordinator Mrs. Melissa Falkowski Assistant Superintendent 254 Hinsdale Road Dalton, Ma 01226 413-684-0320 ext. 1002</p>

Please take time to review our regulations and policies in our 2019-20 handbook together with your child(ren).

Please pay special attention to the following:

- **Attendance Policy**
- Athletic Training Code/Participation Standards
- Bullying Policy and Procedures
- Bus Rules and Regulations
- **Cell Phone/Electronic Device Policy**
- **Dismissal Procedure**
- Dress Code
- Drug /Alcohol Policy
- End of the Year & Senior Obligations
- English Language Learners
- Head Injuries/Concussion Policy
- Health Center Policy -Immunization Policy
- Homeless Students
- Parental/Guardian Contact Information
- Physical Restraint Policy
- Smoking Policy
- **Student Drop- Off/Pick-Up**
- Suspensions (Internal/External/Exclusion
- Water Bottle Policy (Food & Drink)

After reading the entire Handbook with your child(ren) please sign below. Your signatures will confirm that you and your child(ren) have read and understand the contents of Wahconah Regional's 2019-29 Student Handbook.

Date: ____/____/____

Parent/Guardian's Signature: _____

Parent/Guardian's Name: (please print) _____

Student's Signature _____

Student's Name: (please print) _____

Grade: _____

Student is to return this form to his/her homeroom teacher.

CBRSD Family and Student Handbook-COVID-19Addendum



Fall Reopening 2020

Family Handbook COVID-19 Addendum

Introduction

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INTRODUCTION

Central Berkshire Regional School District is committed to the safe return to in-person learning. Key components of this safe return include:

- ★ A combination of health and safety strategies taken together, not one mitigation strategy, will substantially reduce the risk of transmission.
- ★ We are asking families to **monitor** students daily for symptoms
- ★ Students, with the assistance of families, must also **monitor** daily for symptoms
- ★ Students **must stay home** if they are exhibiting any COVID-19 symptoms or are feeling sick.
- ★ **Masks** are among the most important single measures to contain the spread of COVID-19.
 - We are asking all staff and students in grades Prek-12 to wear masks that adequately cover both their nose and mouth.
 - Mask breaks will be provided throughout the day.
 - Exceptions regarding mask wearing will be made on an individual basis and these cases must be discussed with the school principal. Other protective measures, such as face shields or plexiglass barriers will be used in these instances to protect the staff and students.
 - For the specifics of our mask wearing policy, please see below.
- ★ The following steps will be taken if students do not comply with mask wearing (and they are not exempt under our mask wearing policy).
 - Students will be directed by the teacher to put their mask on
 - If students do not comply, they will be removed from the classroom to a safe space.
 - If students still refuse to put a mask on for a classroom return, families will be notified.
 - Families may be asked to pick up their student(s) to complete their learning at home in a remote manner for the remainder of the day. Students will be sent home with their learning device with access to google classroom so they can continue learning consistent with their class.
- ★ **Physical distance** greatly reduces the risk of transmission.
- ★ **Cohorts/assigned seats** help mitigate transmissions.
 - Students will be assigned seats on the bus, in classrooms, and in lunchrooms. This helps to create smaller groups within cohorts

and also helps with contact tracing.

★ Hand Hygiene is critical.

- Students will be taught how to properly wash and hand sanitize.
- Hygiene breaks will be scheduled throughout the day.

A. Communication

Due to our commitment to maintaining our schools as protective spaces, we are asking all families to wait outside the door with their student-unless students are entering the building on their own-such as in the case of middle or high school. A staff member will let them in so you have reassurance that they are safely in the school building.

The most **critical** aspect of communication during this phase of reopening, will be that **every** family must have **at least two** people available to contact who will be available during the school day.

B. Extra Hygiene Measures and Procedures and Prohibitions

1. Hand Hygiene: Upon entering the building, children and parent/guardian will sanitize hands. As soon as students arrive to the classroom, they will also wash their hands properly. Hands will also be washed regularly and more frequently throughout the day with soap and water for at least 20 seconds. Hand sanitizer will be used when soap and water are not readily available. Sanitizing stations will be located throughout our facility.
2. Sanitizing/Disinfecting: All frequently touched surfaces will be cleaned and disinfected regularly and frequently throughout the day as well as at the end of each day. All surfaces used for eating will be cleaned and sanitized before and after use. All soft toys, pillows, dress-up clothes will be put away during this phase of re- opening.
3. Physical Distancing: Each class is considered a “cohort.” Each “cohort” will distance from other “cohorts” to the extent possible to assure safety.
4. Mask wearing: Each student is required to wear a mask on the bus and at school. Masks will be provided by the families. In the event that your child does not have a mask, we will provide one. Acceptable masks are those which are designed to be a face mask and nothing else. It must be worn over the nose and mouth. Central Berkshire has adopted a mask wearing policy which can be found below:

6331: Face Coverings

The Central Berkshire Regional School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of the coronavirus and to keep members of our school community safe is the use of face masks or coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds, and on school transportation, even when social distancing is observed. Students should bring a spare mask to school each day.

Exempted from this policy are students in Grades 1 and below.

To properly protect the wearer and others, a mask must:

- Have two layers of fabric;
- Cover both the nose and mouth;
- Fit snugly against the skin;
- Be washed daily;
- Be put on and removed using the ear loops and without touching the front of the mask;
- Not have a one-way valve that allows unfiltered exhaled air;

Individuals may be excused from the requirement of wearing a face covering for the following list of reasons per CDC guidance:

The individual:

- Has trouble breathing;

- Is unconscious;
- Is incapacitated;
- Cannot remove the mask or face covering without assistance;

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or coverings will not be required when appropriate social distancing is enforced:

- During mask breaks;
- While eating or drinking;
- During physical education classes;
- While outside;

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral or other challenges who are unable to wear masks must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face coverings for individuals who arrive at the building or board school transportation without one.

If students are in violation of this policy, the building principal will consult with the parent/guardian to determine whether an exception is appropriate, or the student may be subject to discipline in accordance with the procedures contained in the Student Handbook.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school or district facility.

This policy will remain in place until rescinded by the School Committee.

Legal References:

Commonwealth of Massachusetts, COVID-19 Order No. 31

<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

References:

Center for Disease Control and Prevention – Considerations for Wearing Masks -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines -

<http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts – Mask Up MA! –

<https://www.mass.gov/news/mask-up-ma>

5. Prohibitions

- a. There will be no tooth-brushing or SWISH until further notice.
- b. There will be no field trips or special events/gatherings until further notice.
- c. There will be no Show & Tell at this time.
- d. There will be no toys from home (unless requested).
- e. Non-essential people will not be permitted into the building at this time. In an effort to minimize potential exposure to COVID-19 in the school buildings, we

will be limiting access to the building. In the event that an item needs to be dropped off at the school we will be retrieving the items at the front door. Meetings will be held virtually to limit any potential exposure. The school building will be closed at the end of the day for enhanced cleaning and disinfecting. Any persons entering the building that are considered essential, will be required to sign a self attestation form.

C. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with any kind of illness, disease, or contagious medical condition or have any of the symptoms listed below should be kept home. It is a danger to other children and staff members at our facility. If you have any doubts, please keep the student home. If your child appears to be sick or has any of the symptoms listed below while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within **no more than one hour of notification**.

Symptoms requiring students to stay home from school for 10 days or until a negative COVID19 test is provided and symptoms are gone.

- o Fever (100.0 or higher), chills, or shaking chills
- o Cough
- o Difficulty breathing or shortness of breath
- o New loss of taste or smell
- o Sore throat
- o Muscle aches or body aches
- o Nausea, vomiting, or diarrhea
- o Headache *when in combination with other symptoms*
- o Fatigue, *when in combination with other symptoms*
- o Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*.

Please check your child's temperature at home. Additionally, if your child has any of these symptoms, please keep them at home. If a child exhibits any of these symptoms while in school they will be evaluated by a nurse. If they have symptoms they will be placed in an isolation room and the nurse will call to have them dismissed. An adult must come to the school to pick

up the child.

If your child has COVID-19 symptoms, please refer to the following quick reference guide to determine next steps.

Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Quarantine
Individual is symptomatic	If an individual is symptomatic <u>at home</u> , they should stay home and get tested. If an individual student is symptomatic <u>on the bus or at school</u> , they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus. If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.	Individual tests <u>negative</u>	Return to school once asymptomatic for 24 hours without the use of fever reducing medications.
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-isolation for 10 days from symptom onset, then return once asymptomatic for 24 hours without the use of fever reducing medications.
Individual is exposed to COVID-19 positive individual	If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure. If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.	Individual tests <u>negative</u>	Remain home in self-quarantine for 14 days from exposure
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.

		Individual <u>is not tested</u>	Remain home in self-quarantine for 14 days from exposure
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Contact Tracing

If your child has tested positive for COVID-19, it is extremely important to notify the school immediately so that we can notify families and quarantine those students who have been in close contact with the COVID-19 positive person. It is also important to notify the school if your child has been exposed to a COVID-19 individual. This is essential in controlling the spread of COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the school, we will inform the applicable Boards of Health. All staff and families will be informed generally of a case (ensuring confidentiality).

D. Behavioral Impacts

If a student's behavior compromises the well-being of himself/herself, another child, or a staff member, the parents/guardians will be informed in writing and a parent tele-conference will be scheduled at which time options for supportive services will be discussed, including consultation and educator training. In addition, the parents and staff will work together to develop a plan for behavioral intervention at home and in school. Every reasonable effort will be made by the staff to work out problems with the child and parents, including a referral for evaluation, diagnostic, and/or therapeutic services.

E. Arrival and Departure Procedures

Details will be forthcoming with specifics on bussing/student drivers/parent drop off and pick up. The building will be open at 7:20am on each school day.

F. Food

Breakfast and Lunch that is purchased at the school will be pre-packaged, grab and go items. Students will be 6 feet apart in the cafeterias

H. Influenza Vaccine Requirement

Beginning with the 2020-2021 school year, influenza vaccine will be required for all students. Students must be immunized, and send proof of immunization to the school, by January 1, 2021. Influenza vaccine is always important to receive to reduce the risk of getting sick with influenza, reduce the severity of disease if one does get sick (including the risk of hospitalization) due to influenza, as well as preventing the spread of influenza to others. During the COVID-19 pandemic, influenza vaccine will be especially critical to reduce the overall impact of respiratory illness on the population, protect vulnerable populations from severe illness, and decrease the overall burden on the healthcare system.

H. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is requested and approved:

- | | |
|---|-------------------|
| • Backpack with all belongings | School supplies |
| • clean masks daily | Books and folders |
| • Water bottle – preferably with flip top | |
| • Lunchbox/lunch bag | |

Please note that school nurses will not be able to provide additional clothing or changes of clothes at this time.

Items will be stored in classrooms at the elementary level. At the middle and high school, students will store coats and lunches in lockers and carry all other items with them in their backpacks to classes. **Each classroom may also be sharing a list of things to bring so that children have their own supplies.**

Parent or Guardian COVID-19 Handbook Addendum Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook's COVID-19 Addendum for the 2020-2021 school year, which contains the policies and procedures for the Central Berkshire Regional School District while in the process of reopening. After reading the handbook addendum (which should be considered an addendum and not a replacement for our Family Handbooks), please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file.

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby

acknowledge receipt of Central Berkshire Regional School District's Parent Handbook COVID-19 Addendum. I have read and understand all the policies and regulations set forth in this handbook addendum.

Parent/Guardian Signature: _____

Date: _____