

BELMONT HIGH SCHOOL
Student Handbook
2021-2022



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NOTE: When leaving a message on the attendance line to call your student out please...

- Say the student's first and last names clearly.
- Spell out the last name.
- Indicate whether this is an absence, tardy or dismissal.
- State the actual clock time if it's a tardy or dismissal.

If you need assistance reading this document or other school publications, please contact the building principal to obtain translation services.

Spanish

Si Ud. necesita ayuda para leer este documento u otras publicaciones escolares, por favor llame al director de la escuela para obtener servicios de traducción.

French

Pour obtenir une traduction de ce document ou d'autres documents de l'école, veuillez contacter le(la) directeur(directrice) de l'école de votre enfant.

Portuguese

Se você precisar assistência a ler este documento ou qualquer outra publicação escolar, por favor contatar o mestre da escola para obter serviços de tradução.

German

Falls Sie mit diesem Dokument oder anderen Schulpublikationen Verständnisprobleme haben, fragen Sie bitte beim Schuldirektor wegen eines Übersetzungsdienstes an.

Japanese

もしこの文書、あるいはその他の学校刊行物を読む際に分からない部分があれば校長に連絡して翻訳サービスを頼んでください。

Chinese

如果您在阅读本文或其它学校出版物的时候需要翻译，请与校长联系。

Korean

이 문서나 기타 학교 인쇄물을 읽는데 도움이 필요하신다면, 건물 책임자에게 부탁하여 번역 도움을 받으십시오.

CORE VALUES AND BELIEFS

Belmont High School, in partnership with our community, provides students with outstanding educational opportunities for them to reach their intellectual, creative, personal, civic, and social potentials. Together we strive to create and maintain a safe, supportive environment in which all students feel valued and respected as they become successful, life-long learners and responsible citizens in a diverse and changing world.

Learn * Think * Create * Serve

Belmont High School - 21st Century Learning Expectations

Responsible Citizens observe policies and expectations for behavior. They are able to work cooperatively, collaboratively, and independently as appropriate to a learning task. They take steps to achieve personal, academic, and career goals. They are able to make informed decisions concerning health, diet, and exercise in order to maintain a healthy lifestyle. They participate in their school and community in order to understand and preserve our democratic process, our culture, and our environment. They consider other points of view in order to make ethical decisions and to live productively in a diverse society.

Critical Thinkers and Problem Solvers read, comprehend, synthesize, and reflect on content area materials and scholarly resources. They have organizational and study skills with which to accomplish their work. They collect and evaluate data to identify patterns, make inferences, and draw conclusions. They manipulate, combine, and apply formulae. They predict reasonable results using estimation and conceptual knowledge. They develop and test hypotheses, drawing conclusions from experiments, data, and research. They discuss, analyze, and evaluate in light of historical precedent, current events, and civic responsibilities. They observe, analyze, and present ideas, feelings, and beliefs about cultures and societies.

Researchers work with a variety of resources and technological applications to increase learning. They use technology responsibly to obtain, organize, and communicate information and to solve problems. They are able to evaluate the accuracy, usefulness, and appropriateness of information resources.

Effective Communicators are able to read, write, and speak standard English as well as listen to, understand, and communicate in another language. They participate in discussions by listening, asking questions, and responding. They design and compose work for a variety of audiences and purposes. They use the vocabulary and symbolic language specific to content areas such as math and music. They use a repertoire of skills and techniques to create and interpret works in a variety of media such as the fine and performing arts as well as film and other forms of communication.

2019-20 SCHEDULE FOR CLASSES

		Monday	Tuesday	Wednesday	Thursday	Friday
7:35 - 8:00	A					
8:00 - 8:27	B	B1	B2 Triple	B3	B4	B5
8:30 - 8:55	C	C1	C2	C3	C4	C5
8:58 - 9:22	D	D1	D2	D3 Triple	D4 Triple	D5
9:25 - 9:50	E	E1	E2	E3	E4	E5
9:53 - 10:17	F	F1 Triple	F2	F3	F4	F5
10:20 - 10:45	G	G1	G2	G3	G4 Triple	G5
10:48 - 11:12	H	H1	H2	H3	H4	H5 LUNCH
11:15 - 11:40	I	I1 LUNCH	I2 LUNCH	I3 LUNCH	I4	I5 LUNCH
11:43 - 12:07	J	J1 LUNCH	J2 LUNCH	J3 LUNCH	J4 LUNCH	J5 LUNCH
12:10 - 12:35	K	K1 LUNCH	K2 LUNCH	K3 LUNCH	K4 LUNCH	K5 Triple
12:38 - 1:02	L	L1	L2	L3	L4 LUNCH	L5
1:05 - 1:30	M	M1	M2	M3	M4 Triple	M5
1:33 - 1:57	N	N1	N2	Faculty Mtg	N4	N5
2:00 - 2:25	O	O1	O2	1:40 - 2:45p	O4	O5

2019-20 SCHEDULE FOR CLASSES -BLANK

		Monday	Tuesday	Wednesday	Thursday	Friday
7:35 - 8:00	A					
8:00 - 8:27	B					
8:30 - 8:55	C					
8:58 - 9:22	D					
9:25 - 9:50	E					
9:53 - 10:17	F					
10:20 - 10:45	G					
10:48 - 11:12	H					
11:15 - 11:40	I					
11:43 - 12:07	J					
12:10 - 12:35	K					
12:38 - 1:02	L					
1:05 - 1:30	M					
1:33 - 1:57	N			Faculty Mtg		
2:00 - 2:25	O			1:40 - 2:45p		

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ACADEMIC POLICIES

Requirements for Graduation

All students must enroll in six and a half full courses each semester of every year. One hundred credits are required to receive a diploma from Belmont High School. In addition, students must fulfill the following requirements:

- English – 4 years 21 credits
(Including completion of a Senior Thesis (AP English) or
Senior Capstone Project (English 12 CP and H))
- Social Studies – 3 years..... 15 credits
World History
Modern World History or AP European History
American Studies
- Mathematics – 4 years 20 credits
- Science – 4 years 20 credits
- Fine and Performing Arts – 1 year ...5 credits
- Foreign Language – 2 years10 credits
- Physical Education & Health8 credits
4 years (2 credits per year)
Grade 9: Wellness (I), required
Grade 10: Positive Decision-Making & Life Skills (required)
Grade 11: 2 PE Electives
Grade 12: 2 PE Electives, BHS Interscholastic Athletics,
and/or Independent Study
Health and fitness courses offered as part of the
curriculum and/or P.E. options
- Community Service – 40 Hours

Only credits showing on the BHS transcript can be applied towards the graduation requirements at BHS. All seniors must complete at least three academic quarters, as a BHS student, in order to graduate.

All students must take and pass the Massachusetts Comprehensive Assessment System (MCAS) tests in English Language Arts, Mathematics, and Science in order to qualify for a high school diploma.

Promotion/Retention

Credit requirements for grade classification will be determined by the following criteria:

- **Grade 9 students** - promotion from Grade 8
- **Sophomores** - 25 credits earned, at least ten hours of community service served, and two physical education credits completed.
- **Juniors** - 50 credits earned (and be able to meet course requirements for graduation), at least 20 hours of community service served, and four physical education credits completed.
- **Seniors** - 75 credits earned (and/or be able to meet course requirements for graduation); at least 30 hours of community service served, and six physical education credits completed.

Community Service

This section is an abridged version of the Community Service Guidelines. Complete information is available online at <https://www.belmont.k12.ma.us/bps/bhs/School-Information/Community-Service> and in the Social Studies Office.

General Guidelines and Definitions

Community service activities are those which students perform to benefit at least one other *unrelated* person and for which they receive no compensation or academic credit. In most cases students will be working under the auspices of an organization—town government, school, non-profit organization, nursing home, or newspaper, etc. Service to benefit for-profit businesses is *NOT* applied to the requirement. Activities such as babysitting, or yard and housework to help a friend or neighbor typically do not count towards this requirement.

Community service may be performed at any time during students' high school careers, from the summer before they enter grade 9 until the last day of classes senior year. This includes free blocks at school as well as all non-school times and vacations.

The activity format is flexible. Students may elect to engage in a single activity or many, over an extended or concentrated period of time. In addition to the other criteria for promotion, students must complete 10 hours of service each year and turn in the appropriate forms in order to be promoted to the next grade.

The 40-hour requirement will be prorated for students entering Belmont High School after the ninth grade; 10 hours of service will be required for each year at BHS. Any exceptions to the definitions and guidelines can *only* be made with the knowledge and approval of the Community Service Coordinator, who may be reached at 617-993-5981 or amelnikoff@belmont.k12.ma.us. **All hours must be completed and turned in by 4th Quarter Progress Reports in order to participate in senior activities and walk at graduation.** Certain activities are not eligible for service credit, such as volunteering at a for-profit business, guidelines for service credit are available in the community service office. Students should check these guidelines prior to completing volunteer hours.

Documenting Hours

In order to receive community service credit, verification forms (signed by supervisor and parent) **MUST** be turned in to the Community Service Coordinator within two months of completion of the service. This applies to **EVERY** service activity, even if organized by the Coordinator. Forms are available in the Social Studies & Guidance offices and online.

President's Volunteer Service Awards

Any student may earn this national award by completing 100 hours a year of *verified* community service. There are three levels of awards: Bronze (100-174 hours), Silver (175-249 hours), and Gold (250+ hours). Verification forms must be turned in for **EVERY** activity counted toward this award, even those performed after the required 40 hours.

Grades

Report Cards and Academic Progress Reports

Report cards are issued quarterly and are posted to the school's Plusportal site.

Progress reports will be posted on Plusportals at the 5th week of each marking period. Additionally, teachers may post Progress Reports to Plusportals at any time during the marking period.

If a student is in danger of failing for the quarter, parents should call to make appointments with their child's teacher(s) to discuss their child's progress.

Senior grades are reported to colleges for quarter 1, semester 1 (which includes quarters 1 and 2, as well as midterm exams), and year end grades (which includes all quarters and exams).

Grade Equivalents

A+	97 – 100
A	93 – 96
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	0 – 59

Pass/Fail Option

Students who choose to enroll in a seventh full-time course may elect to take the course on a Pass/Fail basis; this decision must be made when the student registers for classes. Courses taken as Pass/Fail will not be included in GPA calculations.

Grade Point Average (GPA)

The final grade for a year long course is computed by counting the quarters at 20% each and the mid-term and final exams at 10% each. The final grade for a semester course is computed by counting each quarter grade at 45% and the final exam at 10%.

All courses are counted in computing grade point averages, except courses graded on a pass/fail basis. "Official" GPAs are computed at the end of the junior year and quarterly senior year. "Official" GPAs are used for college applications. They are also used in part to determine senior awards for academic distinction, including the school committee awards for outstanding achievement and exceptional distinction in scholarship, as well as honor medals; note that GPAs are not the only criteria used for these distinctions as other achievements and personal characteristics weigh heavily when students are considered for these awards.

Grades on transcripts from students who transfer to Belmont High School will not be calculated into the cumulative GPA, rather only grades earned while at BHS will be calculated into the student's GPA which is listed on the BHS transcript.

To compute the GPA, multiply the value of each grade by the credit value of the course, then add up the total for all courses. Divide this total by the total number of credits. The values of each grade are listed below.

Grade	Value of all course grades for calculation of GPA;
A+	4.33
A	4.00
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	0.66
F	0.00

Honor Roll

To be considered for honor roll, students must be taking a full schedule (**5 or more classes**) and meet the following criteria. Determination of honor roll is based upon quarter (marking period) grades. Students with "**Incomplete**," or "**N**" grades are ineligible for honor roll.

1. **High Honors** - All A's and one B, and unweighted GPA = 3.70 in a minimum of five major courses.
2. **Honors** - All A's, B's, and 1 C and unweighted GPA = 2.80 in a minimum of five major courses.

Exams

Mid-year exams are scheduled and given (or not) at the discretion of the individual departments. The weighting and reporting of mid-year exams is also at the discretion of the individual departments; mid-year exams cannot count for more than 10% of the overall course grade. Final exams are given in all courses except by administrative waiver due to the uniqueness of content (in addition, see exam exemptions for seniors below). Finals are worth 10% of the overall course grade. Final exams are given over a four-day period. Each exam is ninety minutes. Students must remain quietly in the exam room for the duration of the exam.

Students who leave or are removed from the classroom before they finish their exam will receive a zero for the exam grade. Students arriving late to an exam room do not receive any extra time.

Students who are scheduled to take three exams in one day are allowed to reschedule one of these. It is the responsibility of the student to inform their teacher(s) before test day of the problem and to work with them to find a suitable time to reschedule.

All students must take exams when scheduled. Make-up exams, by nature, are difficult to cope with and if delayed may cause the student to receive an "incomplete" at the end of the term.

"**Illness**" or "**serious family emergencies**" will be the only valid reason for make-ups. Students must present their case to the Attendance Appeal Committee no later than the last full day of school in May to receive permission to reschedule their final exams. Make-up examinations will only be given when the teacher receives the written approval from the Attendance Appeal Committee. The exam must be taken after the scheduled exam has been administered. Exams are not given early.

A student who misses an exam must make arrangements with their teacher to make-up the exam immediately after receiving approval from the Attendance Appeal Committee; failure to do so will result in the loss of the right to make-up the exam. NOTE: Exams taken in the summer will be scheduled at the convenience of the principal, assistant principal, or their designee. Students will receive a zero grade on exams not made up during the designated rescheduled time.

Senior Exam Exemptions

Seniors who meet the following requirements may be granted an exemption from their final exam:

- A second semester average of 87% in the course

- No more than four excused absences from the class in the second semester
- No unexcused absences from the class
- No discipline referrals from the class in second semester
- No outstanding obligations

The ultimate decision regarding a student's exemption from the exam rests with the teacher.

Graduation

Graduation Ceremony Participation

Any student who has not met all of the requirements for graduation as listed in this handbook will not be permitted to participate in the graduation ceremony.

Students found to be involved in any major disciplinary violation or a violation of the Drug and Alcohol policy may forfeit their opportunity to participate in any or all of the activities planned during the calendar of events for seniors, including, but not limited to: Prom, Senior Awards, Senior Cruise/Trip, All-Night Party, and the Graduation Ceremony. Students are reminded that graduation week exercises are a privilege and not a right.

Graduation Ceremony

Graduation rehearsals are mandatory for all students intending to participate in the ceremony. During these rehearsals, the mechanics regarding student involvement within the ceremony will be reviewed, practiced, and refined. Students will receive their caps and gowns during the second rehearsal as well as their permanent and temporary school records.

On graduation day, students will convene one hour prior to graduation for final preparations. It is not considered in good taste to wear any decorations on the gown, including flowers, except for awards presented by the school. What shows below the gown stands out clearly as each student proceeds to the platform to receive his/her diploma. Shorts, T-shirts, work boots, and/or sneakers are ***not*** appropriate. Students not appropriately dressed may not be allowed to participate.

With the complete cooperation of each student, the graduation exercises will be a positive, memorable experience for all.

Graduation Speakers

Recipients of the school committee awards for outstanding achievement and exceptional distinction in scholarship are chosen on the basis of their demonstrated academic abilities, other personal achievements and their standing as "good school citizens" during their years at Belmont High School. Only students who have attended BHS for at least six semesters can be chosen for these distinctions.

Graduation speakers must provide the principal with copies of their speeches one week prior to graduation. Copies of the speeches will be given to the local newspapers in a press release packet.

Early Graduation

Early Graduation as an option is available to all students who are able to complete graduation requirements in a shorter time span than four years. This is an option which must be exercised judiciously with planning and careful counseling. There must be formal authorization from parents. Students are eligible for early graduation under the following conditions:

- An Early Graduation Letter of Intent has been completed, signed, and filed with the student's guidance counselor by the end of the sophomore year.
- All requirements for a high school diploma that are listed in this document have been completed.

Students who enroll in courses continuing beyond their date of early graduation will not be authorized to remain in such courses after graduation, nor will they receive credit for the portion of the course already completed. The record will show "withdraw-passing" or "withdraw-failing" as of the time of graduation.

An early graduate may not participate in any extra-curricular activities, including athletics, after the date of early graduation. Early graduates will receive no special treatment in any area. When students choose to graduate early, they assume whatever inconveniences which might be inherent in their decision. Students who find themselves, for whatever reason, ineligible to graduate at the time planned for early graduation, must remain fully enrolled for at least one additional semester.

Course Selection

The course selection process begins in the late winter. Teachers will recommend a course level (CP, H, AP) for each student for the next year. If a student or parent/guardian has questions about a teacher's recommendation, he/she should consult with the teacher. The teacher's recommendation will become the student's course level placement unless the student or parent/guardian(s) initiates the course placement review process (see the next section below for more information about the review process).

Building a master schedule that best serves student's needs requires concrete numbers to work with; therefore, it is imperative that students follow the posted deadlines for submission of course selection paperwork. **If the deadlines are missed or the paperwork is incomplete, guidance will use the teacher recommendations and choose the best schedule for the student. Requests for changes after the deadline cannot be considered.**

Course Placement Review Process

Parents disagreeing with a teacher's recommendation regarding course selection for the upcoming year must first discuss the matter with the teacher. If there is still disagreement, the student must complete a placement review form. Once completed and signed by the student's teacher and parent or guardian, the form should be turned in to the Guidance Office, which will forward it to the Department Director. The Department Director may contact the parent/guardian depending on

the nature of the request. To be considered, placement review paperwork must be completed and turned in by the stated deadline. All paperwork handed in after the stated deadline will not be considered.

Appropriate course selection and placement decisions ensure a successful high school experience. Please take the recommendations made by teachers seriously; they are familiar with student's interests, abilities and work habits, as well as the content and expectations of the high school curriculum.

If a student enters a course in September which was not recommended by the teacher, s/he will be expected to remain at the selected level for at least one academic quarter. A level change may be made earlier, but only in extreme circumstances and with the approval of the Department Director and a school administrator. Students must remain in their originally scheduled courses until they have received official notification from the guidance counselor to enter the new course.

Course Level Changes

- o If a student starts a course at one level, and then decides to change levels (e.g. from H to CP, or vice versa), s/he must follow the course placement review process described above.
- o After the course level change has been made, any course marks that the student earned in the course into which s/he was initially placed will remain unchanged. Thus, if a student began the year in an honors course and received a "C" first quarter in that course and then transferred to a CP section, the grade of "C" would remain on the student's transcript (followed by a "W" to indicate that the student has subsequently withdrawn from the course with a passing grade). The "C" from the honors course would be averaged with the remaining quarters' marks to determine the final CP course grade. If a student changed course levels before the first quarter grades had been calculated, his/her grades from the initial course would be averaged into his/her new course without alteration.

Adding or Dropping a Course

Course changes will only be considered for students who are misplaced in terms of their ability relative to the level of the course in which they are currently enrolled. To move from AP to Honors, or Honors to CP, misplacement will be evidenced by a lack of academic progress despite consistent effort and regular attendance at extra help sessions. To move from CP to Honors, or from Honors to AP, students will have to demonstrate mastery of course material; for example, achieving an A+ for the first quarter grade in their current class. In addition:

- Course changes will only be considered during the two weeks following the end of the first quarter.
- Must meet the approval of the current teacher and associated director.
- May not be granted if moving the student causes sections to be over or under enrolled.

Note: Changes outside the two week period will only be considered for extreme circumstances and must bear administrative approval. Please be aware that if approved, students will be placed into the receiving

section that has the lowest enrollment, this may necessitate other alterations to the student's schedule in order to accommodate the change.

Placement Exams

Students requesting approval to take a placement exam must submit their request in writing to the subject Director before the last school day in the month of May. All exams will be taken before the last scheduled day of the current school year. Upon approval, students will work with the Director to arrange a convenient date, time, and location. Placement exams may also be used to assist directors in determining a student's course placement for the following year.

Independent Study

Independent Study is a unique program that Belmont High School offers for students in grades 10 through 12. Sophomores and juniors are limited to one independent study course per semester. Seniors may undertake up to two independent study courses per semester. Ninth graders may not enroll in Independent Study. Students may only have a maximum of 35 credits listed on their transcript each school year.

This program broadens the curriculum by offering students an opportunity to pursue an area of academic interest online or at a college or university. Students will need to secure the guidance of an in-school advisor who is willing to mentor and assist the student. Independent Study courses may not replicate the existing curriculum at Belmont High School.

It is important that students understand the workload for an independent study course is at least equal to a course offered at the high school. Students take responsibility for their own learning in an independent study course. Students may only elect to take an independent study course as Pass/Fail if it is their 7th course.

Additional information about the proposal submission process, student responsibilities, and grading and credits is available in the Main Office and published in the Program of Studies.

To ensure the quality and integrity of the independent study program only approved courses offered by academic institutions will be considered for independent study credit. All applications submitted after the stated deadline will not be considered.

Homework

It is suggested that each student have regular hours of homework. The average student has five or six major subjects to study each day, each of which requires adequate preparation. We recommend that each student make out a program of home study similar to the program he or she follows during the school day. Such a program will not only assure the student of better results in school work but will lead to regulated, well-formed habits so necessary in later life. Parents are expected to assume an active role in the supervision of home study schedules and practices.

Make-up Assignments

Students absent from school are expected to make up all work assigned or completed during their absence. It is the student's responsibility to ask teachers about work that needs to be made up. Many teachers also place their course assignments on Plusportals. Students are allowed twice the number of days they were absent to make up missed work (weekends and vacation days count towards this allowance), except as noted below (when class is missed due to tardiness or dismissal). In the event of a student's multiple day absence due to illness, parents may request homework assignments through the guidance office. Teachers will generally submit assignment information within twenty-four (24) hours of the request.

When a student misses a class in which a test/quiz is given due to tardiness or dismissal, s/he will be expected to take the test/quiz on the day of his/her return at the convenience of the teacher. If the student misses the test due to a dismissal and returns to school, the student will be expected to take the assessment that day. It is the student's responsibility to make these arrangements. In extenuating circumstances, teachers may grant additional time for making up work. Work not completed and turned in within the allotted time may not be accepted for credit; students may be assigned a zero for such work.

Summer Assignments

Summer reading assignments seek to foster a love of reading, encourage both creative and critical thinking, develop students' skills in the area of inference and analysis, and support year-round learning.

Each academic department has specific summer reading assignments in addition to the traditional Advanced Placement program requirements. These readings and assignments may be secured from classroom teachers, department directors, or may be found on the school website:

<https://www.belmont.k12.ma.us/bps/bhs/Summer-reading>

Summer School

Belmont High School does not offer a summer school program but will accept courses from recognized schools. Students may not substitute a summer school course for a regular school course but they may make-up a failing grade in a course unless the failure is due to unexcused absences or tardies.

In order to receive credit from Belmont High School for courses taken in summer school in which a passing grade has been earned, the following conditions apply:

1. The course must have been originally taken and completed with at least 50% of the marking quarters passed (two marking quarters for a full-year course, one marking quarter for a semester course), the student must have earned a final average of not less than fifty (50%), and the student must have not missed more than 25% of the class meetings during the school year.
2. Credit will not be given without prior approval from a high school administrator.
3. A maximum of two courses may be taken per academic year in summer school for credit.

Physical Education

All students at Belmont High School must complete four years of physical education in order to graduate. All ninth grade students must complete Wellness, tenth grade students must take Positive Decision-Making & Life Skills, eleventh grade students must complete two PE electives, and twelfth grade students must complete two credits of any of the following: PE electives, sports or independent studies. See the BHS Program of Studies for more information.

CODE OF CONDUCT

Appropriate student conduct is an essential part of the educational system at Belmont High School. This Code of Student Conduct is designed with a twofold purpose. The first is to ensure that all students are able to reach their full potential as learners through the creation of a school environment that is both safe and free from unnecessary disruption. The second purpose is to instruct students in the behaviors that are practiced by responsible citizens in our society.

It is impossible to include in the handbook the full set of behaviors that might result in disciplinary action. Disciplinary consequences will be assigned when deemed appropriate by an administrator or staff member.

Disciplinary Procedures

Disciplinary action may take the form of, but is not limited to, being assigned detention and/ out of school suspension.

As discipline is a necessary component of Belmont High School's educational program, outside commitments, such as work or athletics, will not excuse a student from a disciplinary obligation. Students who do not meet their obligations as set can be assigned further action including suspension.

There are many techniques employed as consequences for student behaviors that run contrary to our Code of Conduct. The most commonly employed are Teacher Detention, Administrative Detention and In/Out-of-School Suspension. Since building positive relationships with staff members and instruction in appropriate behavior is essential to maintaining a positive learning environment, communication between staff, students and parents is an essential component of our Code of Conduct.

Teacher Detention

Teacher detention can occur either during mutual free periods of the student and teacher, or during before and after school hours. The length of teacher detention is at the discretion of the individual staff member, but should be no longer than one hour. Students may be assigned a teacher detention for a violation of classroom rules, including unexcused absences and tardies as is outlined under *Attendance* in this handbook. Students will be given 24 hours notice before having to serve a teacher detention that occurs after the end of the school day.

Administrative Detention

Students who commit infractions outside of the classroom, cut classes, have continued tardies or those who continuously disrupt the classroom learning environment may be assigned a consequence from their assistant principal. These consequences typically take the form of administrative detention. Students are assigned a one hour supervised detention, immediately following school. Students are expected to sit quietly and do school work or have quiet reflection. Prior to the assignment of an administrative detention, students will have a meeting with their assigned assistant principal. During this meeting, students will be given the opportunity to present any relevant information and will process their behavior with the administrator. When a student is assigned a detention by a member of the administration, parents will be notified in one of the following ways of communication: a) via the school's email, b) in writing by the school, c) verbal communication.

In School and Out of School Suspension

Suspension of a student will be used as a disciplinary measure in the case of serious offense by a student or when, in the opinion of the administration, a continuum of offenses requires that the student is suspended from school. The duration of each suspension (up to 90 days for offenses not covered under MGL. C. 71 s. 37H, 37H ½ & 37H ¾) will be at the discretion of the administration.

Students who are suspended from school may not be present on school grounds, or at any school sponsored activities, may not attend or participate in athletic games, practices or meets, and may not attend field trips. The prohibition on attendance at outside activities begins when a student is notified of the suspension and ends on the day he/she returns to school. (For example, a student is informed on Friday that they s/he will be serving a one-day suspension on the following Monday. The student would be ineligible to participate beginning on Friday afternoon and would be eligible again on Tuesday.)

Suspensions do not count as unexcused absences for the purpose of attendance reporting. Students who are serving a suspension are expected to make-up all assignments missed while they were out of school due to suspension, and will be subject to the same requirements for extended deadlines as students who are "absent excused." Students who are suspended are responsible for collecting a list of missed assignments and should consult Plusportals and meet with teachers upon their return to school in order to gather make-up work.

In-School Suspension for Less Than 10 Cumulative Days During A School Year

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will 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 meetings will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will 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 above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found on page 24.

Procedures For Short-Term, Out-Of-School Suspensions
(10 Cumulative Days or Less In A School Year)

Except in the case of an Emergency Removal as provided on page [26], prior to imposing a short-term out-of-school suspension **(10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H, 37H ½, & 37H ¾ an administrator will** provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- 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 administrator 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;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. Efforts to Involve Parent: The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: The administrator will provide written notice to the student and parent of his/her 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. The notice of determination may be in the form of an update to the original written notice of hearing.

Procedures for Long -Term Suspension

Except in the case of an Emergency Removal provided on page 26, prior to imposing a long-term suspension **(more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional** procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) 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;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

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;
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 (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision, for conduct not covered by M.G.L. c. 71, §37H, 37H ½, & 37H ¾, to the superintendent or designee. Notice of the right of

appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will 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 seven (7) calendar days of the effective date of the long-term suspension; and that
- b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

Any student who is removed from school for a disciplinary offense for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be informed at the time of the suspension/expulsion.

Exception for Emergency Removal

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if 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 administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed **two (2)** school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- 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 other applicable matters;
- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, 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 administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and

in writing no later than the following school day.

An administrator may 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.

Appeal to the Superintendent

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within seven (7) calendar days. The superintendent must hold the hearing within three (3) school days of the student's request. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will 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 will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will 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.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

MGL c. 71 s. 37H and 37H ½ and Applicable Procedures

Conduct That May Lead To Suspension and Expulsion

While our school philosophy towards discipline is designed to teach students how to behave appropriately in Belmont High School and in society, the Massachusetts State Legislature has determined that there are certain offenses that may require a long term suspension (more than ten days) or a permanent expulsion of a student from school. Massachusetts General Law Chapter 71, Sections 37H and 37H½ outline the conditions through which a student may be expelled from school. Students are subject to expulsion (i.e, permanent exclusion) by the Principal for the conduct listed below.

- Possession of a dangerous weapon*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute “dangerous weapons”, administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student’s possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes, but is not limited to, guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony and if the Principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will so informed at the time of the suspension/expulsion.

Procedures Applicable To Conduct Covered By M.G.L. C. 71, §37h & 37h ½

When considering the exclusion of a student from school for possession

of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on educational staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.

2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

3. A letter will be mailed to the parent/guardian of the suspended student stating:

- a) The reason for the suspension
- b) A statement of the effective date and duration of the suspension
- c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel (at their own expense) at a hearing before the Superintendent. The subject matter of the appeal shall not be limited to a factual determination of whether the student has violated any provisions of this section.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or

expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Descriptions of Infractions

The remaining sections in this Code of Conduct describe some of the more frequent student offenses and how to avoid them. The list provided here is in no way meant to be exhaustive. Individual situations sometimes arise where members of the BHS administration and staff will need to use their judgment in determining whether a behavior is contrary to the Core Values and Expectations of Belmont High School. Likewise, the consequences listed here are also meant to serve as a guideline. The administration of BHS reserves the right to use judgment in determining the consequences for individual events.

Academic Dishonesty

The Belmont High School community holds the authenticity and quality of student work as critical to the educational process. Plagiarism is considered a serious violation of the school's educational goals. Any student who knowingly or willingly copies part or all of the work of another student, any student who allows part or all of his/her work to be copied by another student, or any student who quotes directly from any source, including the Internet, and does not credit the author of that material will be considered to have plagiarized.

The following behaviors are examples of cheating:

1. Homework/lab reports: A student is cheating when he/she attempts to copy or borrow another student's homework.
2. Quizzes/tests/mid-year and final exams: A student is cheating when he/she attempts to gain any information from another student or from any unauthorized materials.
3. Written projects/research reports: A student is cheating when he/she uses anyone else's words or ideas without documentation (plagiarism).
4. Grades: A student is cheating when he/she changes a grade or answer on a paper/test or quiz.

Students are also to be considered as having cheated if they provide the information or materials for other students for uses as identified above.

When it has been determined that a student is guilty of cheating or plagiarism, the student will receive a zero for the work, disciplinary action, possible suspension, and the teacher or administrator will notify the parent.

Cheating and plagiarism are serious offenses that may also affect standing in National Honor Society, school sponsored events, eligibility for scholarships and may also jeopardize character references.

Alcohol/Drug Policy

The abuse of alcohol and drugs is clearly against the law and clearly in opposition to school regulations. Equally serious are the detrimental physical and emotional effects caused by alcohol and drug abuse.

Students who possess, use, sell, dispense, exchange, or are under

the influence of controlled substances, including alcohol, and also including drug-related paraphernalia (including but not limited to cigarette rolling papers, electronic vaporizing devices (e-cigarettes/vaping), lighters and matches) on school grounds at any time or at any school sponsored function may be subject to an out-of-school suspension and/or possible expulsion under MGL c. 71 s. 37H. Further, involvement with the local police department will occur, leading to possible court action. The principal will be notified of every infraction of this policy.

The procedure outlined below, in conjunction with school rules and regulations is the policy for Belmont schools regarding the discovery of drugs and/or alcohol in school, on school grounds or at school sponsored functions. The four situations under consideration are:

- a student found under the influence of drugs or alcohol
- a student found to be in possession of drugs or alcohol
- a student found to be distributing drugs or alcohol
- a student found to be in possession of drug-related paraphernalia

Upon finding a student to be under the influence of drugs or alcohol, or suspected of being under the influence, a faculty member will escort the student to either the Assistant Principal or the Principal. The exception would be if there is cause for medical attention, the student shall be taken directly to the nurse who will then notify the Principal or Assistant Principal of the situation.

In the case of a student found to be distributing or of having drugs or alcohol in his/her possession, the policy is the same as described above, with the addition of the Belmont Police being notified. It should be noted that the school retains the right to randomly conduct periodic searches of students' lockers.

In addition to the suspension and expulsion process authorized by M.G.L. 71, s. 37H, if a student is involved in a drug or alcohol related incident on school property before, during or after school or at any school sponsored event, he/she may expect the following penalties:

When a student has been found with drug-related paraphernalia in his/her possession, with drugs and/or alcohol in his/her possession, or to be drinking or to have taken drugs, the following actions may be taken in any order, at the discretion of the administration:

- notification of parents
- notification of police
- suspension from school for up to 10 days.
- The guidance counselor in all such cases will make a recommendation to the Principal concerning the possibility of further professional counseling.
- suspension from all extracurricular activities for 15 school days.
- suspension from school-sponsored dances and other social events for up to one calendar year; students may regain the privilege of attending some dances and social events by electing to participate in alcohol education classes.
- assignment of up to 10 hours of public restitution work, the nature of which will be determined by the school administration.
- for those inducted into National Honors Society, referral to Faculty Council for possible sanction.

On the second offense, the student will receive all of the above and;

- suspension from all extracurricular activities for 45 school days
- possible long term suspension or expulsion under MGL c. 71 s. 37H

When a student has been found to be distributing drugs or alcohol, the following actions will be taken:

- notification of police;
- notification of parents;
- suspension pending disciplinary action including the possibility of expulsion under MGL c. 71 s. 37H;
- The guidance counselor in all such cases will make a recommendation to the Principal concerning the possibility of further professional counseling.

If a student is permitted to return to school, he/she may expect:

- suspension from all extracurricular activities for one calendar year

In addition to the Belmont High School policy and consequences described above, the M.I.A.A Chemical Health Rule is applicable to students who participate in extracurricular athletics.

Alcohol "breathalyzers" may be used to determine whether a student is under the influence of alcohol. Any student who refuses to take a breathalyzer will be subject to the same disciplinary consequences as if s/he were under the influence of alcohol.

Breath Alcohol Testing Procedures and Protocol

Alcohol use by a student is illegal and poses a serious threat not only to the student's own well-being, but also to the well-being of the entire school community. Alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action including a possible suspension for up to 90 school days per MGL c. 71 s. 37H ^¾.

When determining whether possible alcohol use or intoxication by a student at school or a school-related function; the safety of the student is the primary concern. If an administrator reasonably suspects that a student is under the influence of alcohol, the administrator may use a breath alcohol testing device which indicates the presence or absence of alcohol. Belmont also reserves the right to randomly screen students or screen all students at school related events with proper notice to the students and their families.

This is a non-invasive test in which students will be asked to exhale or speak into the device. The purpose of having breath alcohol testing available is a deterrent to alcohol use. The test will be administered in private by the administrator and witnessed by a staff member.

1. If the test is positive, the student can request two (2) additional tests taken at least two (2) minutes apart. If these additional tests are positive:
 - a. Parents/guardians are notified and requested to take

- the student home
 - b. If the student is assessed to be a risk and in need of medical assistance, emergency help and parents/guardians are notified.
 - c. Disciplinary action will be taken as indicated in Belmont High School Handbook.
 - d. If the test is negative, the student will be allowed to resume the activity if the administrator does not suspect the use of other drugs.
2. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol (according to B1 protocol) and refuses to be tested:
 - a. The administrator will notify parents/guardians to pick up the student and detain the student until parent's arrival.
 - b. The administrators will consider the refusal as comparable to being under the influence and will discipline the student in accordance with the Belmont High School Handbook.
 3. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol (according to B1 protocol) and leaves the scene against the school official's request:
 - a. Parents/guardians notified
 - b. Police will be notified
 - c. Disciplinary action for intoxication will be taken as indicated in the Belmont High School Handbook

Diversionary Programs

Belmont High School has three separate diversionary programs to assist students with making healthy decisions. These programs may be modified or revamped in the event students want to learn about the unhealthy use of "other harmful substances" that appear in our community. The three diversionary programs are as follows:

Alcohol Diversionary Program

The Belmont High School Alcohol Diversion Program is open to all students who would like to learn more about unhealthy use of alcohol and/or to just stop using illegal alcohol. The program also offers certain eligible high school offenders an alternative to a lengthy out-of-school suspension; in most cases it reduces the length of a suspension and provides a weekly educational program about the harmful effects of drinking alcohol. Diversion allows the student the opportunity to participate in a supervised education program, weekly check-ins, meetings with a wide range of helpful professionals (health teacher, school nurse, counselor, asst. principal, school resource officer, etc.), off campus interaction with an alcohol support group, as well as weekly related videos, articles, and/or other resources. The program seeks to treat students, not as criminals, but as students in need of counseling, encouragement, one-on-one connection with adults within the school,

and/or a targeted educational program about the harmful effects of alcohol so they may make better choices. The specific activities in the Belmont High School Alcohol Diversion program are always evolving as new resources emerge. Periodically, some of the weekly assignments are revised to better meet our students' interests and needs.

Marijuana Diversionary Program

The Belmont High School Marijuana Diversion Program is open to all students who would like to learn more about unhealthy use of marijuana and/or to just stop using illegal pot. The program also offers certain eligible high school offenders an alternative to a lengthy out-of-school suspension; in most cases it reduces the length of a suspension and provides a weekly educational program about the harmful effects of smoking marijuana. Diversion allows the student the opportunity to participate in a supervised education program, weekly check-ins, meetings with a wide range of helpful professionals (health teacher, school nurse, counselor, asst. principal, school resource officer, etc.), off campus interaction with an alcohol/drug support group, as well as weekly related videos, articles, and/or other resources. The program seeks to treat students, not as criminals, but as students in need of counseling, encouragement, one-on-one connection with adults within the school, and/or a targeted educational program about the harmful effects of smoking marijuana so they may make better choices. The specific activities of the Belmont High School Marijuana Diversionary Program are always evolving as new activities emerge. Periodically, some of the weekly assignments are revised to better meet our students' interests and needs.

Vaping Diversionary Program

The Belmont High School Vaping Diversion Program is open to all students who would like to learn more about unhealthy vaping and/or to just stop vaping. The program also offers certain eligible high school offenders an alternative to a lengthy out-of-school suspension; in most cases it reduces the length of a suspension and provides a weekly educational program about the harmful effects of vaping. Diversion allows the student the opportunity to participate in a supervised education program, weekly check-ins, meetings with a wide range of helpful professionals (health teacher, school nurse, counselor, asst. principal, school resource officer, etc.) as well as weekly related videos, articles, and/or other resources. The program seeks to treat students, not as criminals, but as students in need of counseling, encouragement, one-on-one connection with adults within the school, and/or a targeted educational program about the harmful effects of vaping so they may make better choices. The specific activities in the Belmont High School Vaping Diversion program are always evolving as new resources emerge. Periodically, some of the weekly assignments are revised to better meet our students' interests and needs.

Student Athletes

Students representing Belmont High School athletic teams are held to a high standard of conduct. The conduct of these student athletes is governed by rules established by the MIAA Chemical Health Rule and the Belmont High School Handbook. Therefore, if a student athlete tests

positive on a breathalyzer during the screening at a school activity, the student's name will be given to the Assistant Principal, Principal, and Athletic Director who will then consider this as evidence that the student has consumed alcohol.

Electronic Devices/Recreational Equipment

Frisbees, skateboards, playing cards, athletic equipment, drones or other items/activities of this nature are not to be used in or around the school; if brought to school they must immediately be secured in a locker until the end of the day. If a violation occurs, these items may be confiscated up to a period of five consecutive school days.

Headphones and other electronic devices (cell phones, pagers, i-Pods, etc.) must be turned off and put away (out of sight) when students are in class or in the library unless approved by an adult for education purposes. If students use electronic devices in ways that are disruptive to the learning environment within the school, such items will be confiscated and sent to the office where they will be held for a period of five (5) consecutive school days (devices may be held over weekends and vacations until this obligation is met); Offenders may additionally be assessed a disciplinary action. Students may not remove any part of a device that has been confiscated.

Recording and taking pictures on school property and/or posting of these on the internet is forbidden and subject to school discipline.

Students who have been issued iPads by the school are not to have downloaded games on the device. Finding of such games will result in disciplinary action.

Fighting

Self-control is expected on all occasions. Students who hit or push others create a dangerous situation and will be subject to disciplinary action up to and including suspension. When, in the judgment of a high school administrator, one student has clearly provoked another through words or actions, that student may be penalized more than the others involved in the incident.

Fire Alarm Boxes, Extinguishers, False Alarms & Threats

Activating false alarms or in any way tampering with fire and safety equipment is against the law. Persons found responsible for such abuse will be subject to disciplinary action up to and including suspension and their names will be made known to the police and fire chiefs. In addition, a student making a threat and/or pulling a false fire alarm that causes the evacuation or serious disruption of a school or school-related event may be charged under M.G.L c. 269 section 14 with a felony.

Gambling & Card Playing

Gambling, card playing and other games are not permitted in school. Students participating in any of these activities may be subject to disciplinary action up to and including suspension.

Hazing

The term hazing refers to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Massachusetts General Laws, Chapter 269, ss. 17 – 19 are reprinted below.

Chapter 269, Section 17 – Crime of Hazing, Definition, Penalty

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 both such fine and imprisonment.

The term "hazing," as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269, Section 18 – Duty to Report Hazing

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

Chapter 269, Section 19 – Hazing Statutes to be Provided, Statement of Compliance, and Discipline Policy Required

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

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of

each such group, team, or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

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

Belmont Policy on Hazing:

In addition to the above cited penalties, students engaged in the act of hazing will be subject to disciplinary action up to suspension for up to 90 school days.

Non-compliance

Faculty and staff members are responsible for maintaining a safe and pleasant atmosphere within the school and at all school functions. A student who does not comply with a faculty member's request may be subject to disciplinary action including possible suspension. A student who refuses to give her/his name to a staff member or who gives a false name to a staff member may expect to receive disciplinary action and/or suspension.

Stealing

Any student involved in the act of stealing and/or found in possession of property stolen from another student, a member of the faculty or staff, or from the confines of the High School will be subject to further disciplinary action up to and including suspension and will have to make full restitution.

The school may notify the police of the theft. Students who, without permission, have keys to the High School facilities will be subject to the above penalties.

Use/Possession of Tobacco Products

Smoking, the use of snuff, chewing tobacco or any other tobacco product, including all electronic vaping devices, are not permitted in school or anywhere on school grounds. Additionally, possession of cigarettes, electronic vaping devices, snuff, chewing tobacco or other tobacco related products and tobacco alternatives (to include, but not limited to lighters, rolling papers and matches) are not permitted. These items will be confiscated and sent to the office. Students found in violation of the tobacco products policy will be subject to disciplinary action.

Vandalism

A student performing any action which results in the damage of school property or to the property of others will be subject to disciplinary action up to and including suspension for five (5) days, and will be required to make full restitution. The police will be notified.

Vandalism includes inappropriate use of technology that interferes with other students' use of the technology for educational purposes.

Verbal and/or Physical abuse

Verbal abuse of faculty members or other school personnel will not be tolerated. Any student who verbally abuses or intimidates a faculty member or other school personnel will be subject to disciplinary action up to and including suspension.

Physical abuse of faculty members or other school personnel will not be tolerated. Any student who physically abuses a staff member or any other school personnel will be reported to the Belmont Police and will be subject to further disciplinary action under MGL c. 71 s. 37H.

Students are expected to treat each other with respect at all times. Students who use abusive language verbally or in writing or who participate in any activity that offends other people may be subject to further disciplinary action up to and including suspension. As described more fully in the harassment policy, comments that offend a person on the basis of their race, sex, ethnicity, disability, or sexual orientation are completely unacceptable and will be judged as extremely offensive. Language should be appropriate at all times in all parts of the building, even if a student is speaking to him/herself.

Attendance Policy

Guiding Statement:

As our homepage states, "with a commitment to teaching and learning, the Belmont Public Schools strive to nurture the knowledge, skills, and emotional development of each student in order to create a community of engaged learners who contribute to the common good and are of service to others." In order to deliver on this goal for every student, the faculty and staff at Belmont High School believe that attendance in class every day is critical. Each student's attendance is her/her/their commitment to both their own education and the community of learners

at Belmont High School. Below, you will find the ways in which staff and faculty hope to partner with students and families to support successful attendance in school.

Attendance Policy Guidelines and Protocols

Students are expected to attend every class meeting unless excused according to procedures described here.

Individual Responsibilities

Student's Responsibilities

- It is each student's responsibility to be aware of his/her/their attendance status in class and to make responsible decisions about attending all classes on a regular basis.
- The student should monitor his/her/their own attendance and speak with his/her/their teachers if he/she/they has any questions about attendance records.
- The student must obtain and make-up class work missed due to absences when appropriate. It is the student's responsibility to see his/her/their teachers to obtain missed work. If the student does not submit missed work by the agreed upon due date, the work will not receive credit.

Parent/Guardian Information and Responsibilities

- The parent/guardian should monitor his/her/their child's attendance in each of his/her/their classes via robocalls when absent and daily attendance emails home.
- We encourage parents to discuss the importance of good attendance with their children.
- To excuse a student's absence, the parent/guardian must call the high school attendance office the night before, or the day of the student's absence at (617) 993-5999 prior to 2:00 p.m. Messages left after 2:00 p.m. will not be considered, and the student will be marked unexcused for the day. Special circumstances will be reviewed by the assistant principal. If a student needs to leave school midday due to illness, they must be dismissed from the Nurse's Office to be considered excused from any remaining classes.
- When leaving a message on the attendance line, please leave the following information:
 - o Student's name
 - o Student's grade
 - o Reason for absence (see below)
 - o Return telephone number
- **Phone calls submitted after 2:00 p.m. of the day of the absence will not be accepted.**

Faculty, Staff, and Administration Responsibilities

- Record each student's attendance in PlusPortals for each class on a daily basis.
- Submit the daily attendance records by the end of the first mod (27 minutes) in each class.
- Reconcile all adjustments to a student's attendance the

- following day.
- Notify the student, parent, guidance counselor, and assistant principal when a student reaches cut, absence, or tardy totals as outlined below.
- Assistant principals will address students whose absences are unexcused or excessive

MA Laws

Pursuant to Massachusetts General Laws, ch. 76, §2, Parents/guardians of children aged six to sixteen are obligated to send their children to school unless otherwise provided by law. Absences are considered excused or unexcused. An absence will be considered excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, School Committee policy and procedures developed by the Superintendent. All other absences will be considered unexcused.

Definitions

1. **Unexcused tardy**- When a student arrives late to school or class and no phone call or note has been provided, the student receives an unexcused tardy.
2. **Cut/Skip**- When a student misses class and no phone call or note has been provided. The student receives a grade penalty and discipline. Parents/guardians will be notified when a student cuts/skips. This is marked in PlusPortals as an “UA” or Unexcused Absence. Unexcused absences include but are not limited to:
 - If a student is in school and fails to attend a class
 - If a student arrives at class after 27 minutes (the first mod) is complete OR leaves class for an extended period without a pass.
 - If a parent/guardian fails to call the attendance office by 2:00 p.m. to excuse the student’s absence
 - If a leaves school for a dismissal without advanced communication from a parent/guardian or the school nurse.
3. **Excused absence** (called in by parent/guardian) – When a student is absent due to illness, the parent/guardian must call the high school attendance office the night before or the day of the student’s absence at (617)993-5999 prior to 2:00PM. A parent/guardian note is not required for this absence. Phone calls made after a student’s absence will not be considered excused. If a student needs to leave school midday due to illness, they must be dismissed from the Nurse’s Office to be considered excused from any remaining classes.
4. **Documented excused absence**- When a student is absent due to a special circumstance, the parent/guardian must provide a note to document the absence. Examples of documented excused absences are listed below.

Documented Excused Absences

The following absences are considered documented excused, however documentation must be provided ***no later than one day after the absence*** and missed work must be made up within the agreed upon time:

Reasons-Required Documentation

- Religious holidays - Parent note
- Mandatory court visits - Court documents
- Testing (Special education, etc.) - Evaluator note
- Field Trips/School-sponsored-events - None required
- Extended illness (4 or more consecutive) - Doctor/ Nurse practitioner note can be faxed or brought in
- Family funeral/emergencies - Parent note
- Health professional visits - Doctor/Nurse practitioner note
- College/private school visits (3 maximum) – Parent or College/School note

Routine health professional appointments should be scheduled after school. If this is unavoidable, parents/guardians must notify the main office or submit a note in advance of the appointment.

Attendance Follow-Up:

We believe attendance is a crucial element of a student's ability to invest in their own academic and social development at Belmont High School. As such, students and families will be contacted via phone, email, or letter by a school administrator when a student's total daily absences exceed five (5) per quarter regardless of the nature of the absences. Additionally, students and families will be contacted when a student's total tardy marks in a given class exceed ten (10) per quarter regardless of the nature of the tardy. This communication will serve as an opportunity to put any necessary support in place to ensure the student is able to successfully attend school and be on time.

Cuts/Skips:

- First cut/skip in a quarter:
 - o Student will not receive full credit for work due or completed in class. Students must reach out to the teacher within 24 hours of a cut class to earn the opportunity to complete missed work for up to 80% credit.
 - o parent will receive notification from the teacher and administrator via email or phone call
- Second cut/skip in a quarter:
 - o Student will not receive full credit for work due or completed in class. Student must reach out to the teacher within 24 hours of a cut class to earn the opportunity to complete missed work for up to 80% credit.
 - o parent will receive notification from the administrator
 - o Student and parent(s)/guardian(s) will be invited to a meeting with the classroom teacher, assistant

principal, and guidance counselor. The athletic director and/or performing arts director will also be invited when applicable to alert relevant coaches/theatre and band leaders of a student's cut. All parties will agree to an attendance contract at this meeting. The assistant principal will send out a copy of the contract to relevant parties.

- Two (2) cut/skips in a quarter after an attendance contract has been signed:
 - o parent will receive phone call from administrator
 - o student will earn a failing grade (50%) for the quarter
 - o Continued unexcused absences will result in further disciplinary action

Unexcused Tardy:

- First unexcused tardy in a quarter:
 - o Student will not receive full credit for work due or completed in class prior to arrival. Student must reach out to the teacher within 24 hours of the class to earn the opportunity to complete missed work for up to 80% credit.
 - o Teacher may request student to meet outside of class time regarding tardy
 - o parent will receive notification via the daily attendance email home
- Second unexcused tardy in a quarter:
 - o Student will not receive full credit for work due or completed in class prior to arrival. Student must reach out to the teacher within 24 hours of the class to earn the opportunity to complete missed work for up to 80% credit.
 - o parent will receive notification via daily attendance email home
- Third unexcused tardy in a quarter:
 - o Student will not receive full credit for work due or completed in class prior to arrival. Student must reach out to the teacher within 24 hours of the class to earn the opportunity to complete missed work for up to 80% credit.
 - o parent will receive notification via phone call or email home from the teacher
- Fourth unexcused tardy in a quarter:
 - o Student will not receive full credit for work due or completed in class prior to arrival. Student must reach out to the teacher within 24 hours of the class to earn the opportunity to complete missed work for up to 80% credit.
 - o parent will receive notification from the administrator
 - o student will work with assistant principal to establish appropriate consequences and follow-up

Dismissals

Once the school day has commenced and a student is in attendance, he/she/they may be dismissed via a parent/guardian phone call or written note **prior to the dismissal. Notification after the fact will not be excused and will be recorded as an unexcused absence.**

- When a student is dismissed, he/she/they is expected to leave school grounds or wait for his/her/their ride in the main lobby.
- In the event of illness while the student is in school, the student must see and be released by the school nurse for a documented dismissal. The student will wait for his/her/their ride in the nurse's office.
- A dismissal request without good cause (see "Documented Excused Absences") will be denied. A student is not to be dismissed from a class to stay in school and do work for other classes. Any student found on school grounds while dismissed, will be marked unexcused for all missed classes.
- If the student returns to school for a portion of the day, he/she/they must immediately report to the main office for an office pass prior to going to class. When a student misses a class due to a dismissal in which a test/quiz is given, he/she/they will be expected to take the test/quiz later that day, if the teacher is in agreement. The student bears the responsibility of making these arrangements around the convenience of the teacher's schedule.

Incompletes

Students who are absent for an extended period of time due to an illness or hospitalization and are able to make-up the work may receive an Incomplete (I) for the quarter. All work must be made-up within two (2) weeks after the end of the quarter. Teachers must change the Incomplete to a grade within two (2) weeks after the end of the quarter.

Medical Exemption

A doctor or nurse practitioner's note will excuse absences for an ongoing, chronic, or long-term illness (***long-term illness is defined as four (4) or more consecutive days of absence***) provided that the note is written on the doctor's or nurse practitioner's stationery, showing the name of the student and stating that the student was under his/her/their care for a particular time interval. If the illness impacts the quarterly grade, the student's assistant principal, in consultation with the guidance counselor, will review his/her/their situation and determine if the student will receive an Incomplete (I) for a grade.

Extended Absence

If a student ends up missing more than 45 school days during the school year for medical/mental health reasons the student will only be able to earn a Pass/Fail for the course grade. If a student works with an outside tutor for more than 50% of the school year the course name on the transcript will reflect this.

Skip Days

There are NO sanctioned “skip days” at BHS. Student organized “skip days” undermine the educational process. The school will not accept parental excuses to participate in “skip days”. Students involved in a “skip day” will be considered cut/skip.

Standing Early Dismissals

Some students' classes are completed at 2:00 p.m. Parents/guardians may choose to submit a letter requesting a standing dismissal for their student for such days. A standing dismissal letter permits students to leave campus no earlier than 2:00 p.m. If a student with a standing dismissal remains on school grounds after the 2:00 p.m. dismissal, they remain subject to all school rules. The administration retains the right to revoke a standing dismissal. Students' schedules frequently change from first to second semester. Therefore, all requests for standing dismissals must be re-submitted within one week of receiving their schedule.

Standing Late Arrivals

Some students' classes start after 8:00am. Students are allowed to arrive no later than the start time of their first class, with parent/guardian approval. A letter from the parent/guardian requesting the late arrival must be submitted to the student's assistant principal in advance. Students' schedules frequently change from first to second semester. Therefore, all requests for standing arrivals must be re-submitted within one week of receiving their new schedule.

Truancy

An unexcused absence from school occurs when both parents and the school expect the student to be in attendance. For students under 16 years of age, in addition to school disciplinary action, the truant officer may be involved.

Make-up Work after an Excused Absence

Students are responsible for make-up work associated with excused absences. Students are allowed twice the number of calendar days they were absent to make up missed work (weekends and vacation days count towards this allowance). In addition to their availability during the school day, faculty members will establish and post times when they are available to assist students with make-up work. If a student is unable to meet with the teacher at the established time, it is the student's responsibility to contact the teacher and establish a mutually agreeable time for assistance with make-up work. If a student is excused for an extended period, the teacher, in consultation with the parent and/or guidance counselor, shall determine an appropriate and reasonable time period for the completion of make-up work. Teachers will make every reasonable effort to help students make up missed work. However, students and parents must understand that time

lost from class is irretrievable.

Excused Late Arrivals

If a student has a professional health appointment or other obligation that requires him/her to arrive late to school, the parent/guardian must call the main office **prior** to the student's arrival to school to excuse the late arrival. A student who arrives late must immediately report to the main office for an office pass, prior to going to class. When a student misses a class due to a late arrival in which a test/quiz is given, he/she/they will be expected to take the test/quiz that same day, at the convenience of the teacher. It is the student's responsibility to make these arrangements. It is the student's responsibility to follow up with the teacher regarding missed work if he/she/they has missed a class due to a late arrival.

Field Trips

Students must get prior approval from the teachers whose classes they are missing. If approval is not given and the student participates in the field trip, the student is considered Absent Unexcused from the class.

Extracurricular Activity Participation

To be eligible for participation in any extracurricular activity offered by the school, the student must be in school from 7:35 a.m. – 2:25 p.m. that day. The student must be in school for the entire day on scheduled half-days and early dismissal Wednesdays. If a student's first class begins at 8:00 a.m. and he/she/they has been approved by his/her/their assistant principal for a late arrival, he/she/they must be in school by 8:00 a.m. If a student's last class of the day ends at 2:00 p.m. and he/she/they has been approved by his/her/their assistant principal for an early dismissal, he/she/they must remain in school until 2:00 p.m. Attendance during the final school day before a weekend or a vacation event will be used to determine a student's eligibility to participate in an extracurricular activity during the weekend or vacation. A student who does not attend school for the entire day prior to a weekend or a vacation will not be allowed to participate in the practice, contest, and/or performance during that weekend or vacation.

Extracurricular Activities = Any interscholastic athletic or school sanctioned activity

College/Private School Interviews and Visits

Students are encouraged to schedule college/private school visits during non-school hours. However, a student will be excused from school for college/private school visits or interviews that cannot reasonably be scheduled outside of school time. Students can schedule no more than three (3) college/private school visits or interviews during the school year. Any visits or interviews beyond the allocated three (3) days will be recorded as unexcused absences.

Family Vacations and Trips

Parents and students are reminded that Massachusetts's law requires attendance for students. We strongly discourage family vacations while school is in session. Family vacations/personal trips interrupt the educational process. Completion of make-up work does not compensate for the impact of lost instructional time and classroom experience, regardless of the course or course level. For family vacations/personal trips that are planned for a period longer than two (2) days, written notification must be submitted to the student's assistant principal two (2) weeks in advance. Teachers are not required to provide make-up work prior to the trip. It is the student's responsibility to initiate a meeting with each of his/her/their teachers to arrange for make-up work upon returning to school.

Alternative Semester Education Program

Parents/guardians must submit written request to the principal for permission for a student to attend an Alternative Semester Education Program eight (8) weeks in advance of the scheduled program. They must work together with the Belmont High School guidance counselor to see if the Alternative Education Program meets the Belmont High School graduation requirements. In order for a student to enroll in an AP course that year, the student's Alternative Semester Education Program must also offer the same AP course in its entirety. While attending the Alternative Education Program, students must withdraw from Belmont High School. When the student returns from the program, he/she/they will re-enroll and transfer his/her/their credits to Belmont High School.

Teacher Tardiness/Absence from Class

In the event that a teacher does not report to class within 10 minutes of the start of the period, please follow these procedures:

- o Do not assume that the class has been cancelled.
- o One member of the class should report to the department office or main office to confirm that the teacher is absent and that the class is cancelled.
- o If the teacher is absent and work has been assigned, students are responsible for the assigned work.

***** Belmont High School's Attendance Policy adheres to the Massachusetts General Laws Chapter 76, Section 1 and conditions under the Family Educational Rights and Privacy Act (FERPA), Massachusetts General Law Chapter 71, Section 37H*****

STUDENT SUPPORT SERVICES

Guidance Department

The Guidance Department assists students in dealing with academic decisions, career plans, personal problems, social skills, and other areas in preparing the student to take her/his place in society. The Guidance Department is located behind the main office area.

During the school year, the counselors have group meetings and individual conferences to address the issues of each year of high school and to help students make good decisions. Counselors meet with juniors and seniors regularly to begin the college orientation process. They provide support to all students throughout the year, and have a wealth of information that will help students plan their futures. Students should feel free to make appointments with their counselor when they need advice on any problem.

Parents/guardians are also welcome to make appointments with their child's counselor to discuss concerns about their child.

Registration

New students, accompanied by a parent or guardian, must register in the guidance office. All students who enter/withdraw from Belmont High School may be required to meet with and receive approval by the principal. Parents/guardians must accompany the student unless the student is 18 or over.

The following materials must be submitted at the time of registration: proof of residency, official transcripts, original health records (including proof of immunization), and the most recent MCAS scores (if available).

All students entering Belmont High School must meet the immunization requirements set up by Chapter 76, Section 15 of the General Laws of Massachusetts. Proof of immunization must be presented to the school nurse when registering for school. Failure to comply with this ruling will result in exclusion from school. (Please see the section on transfer credits).

Transfer/Withdrawal

Students transferring to another school or withdrawing from Belmont High School must submit an Official Withdrawal Notice signed by a parent/guardian (unless student is 16 or over) to the guidance office. Students withdrawing who wish to “drop out,” must be afforded an exit interview. Students must also return books, school issued iPads, and other school property to the office. Transcripts will not be released until the student has resolved any/all obligations and has officially withdrawn.

Transfer Credits

BHS will accept for credit courses from other secondary schools. Students successfully completing BHS equivalent courses at another secondary school cannot retake those courses at BHS. Acceptance of and the designation (college prep, honors, AP) of credits from other institutions is at the discretion of the BHS administration. Courses accepted for credit that do not logically correlate with BHS offerings will be assigned a generic title on the student transcript and may not carry the same credit value. Transfer grades will be listed as P's or F's on the BHS transcript.

If a transfer student is fluent in a language other than English and their previous transcript shows that they have studied this other language for at least two years, then this can count as their “foreign language” two year graduation credit.

Transcripts

The guidance department works with students to prepare and mail their transcripts for college; there is a \$10 processing fee, which covers shipping and materials, for the guidance department to send transcripts for seniors.

Library/Media Center

Hours

Monday – Thursday

7:30 a.m. – 3:30 p.m. (Subject to Change)

The library/media center offers a place to study that is rich in resource materials. **No food is allowed outside the café area.**

The library often reaches maximum seating capacity. When this occurs, students must go to another location in the school, such as the cafeteria.

Circulating books may be checked out for one marking period. Reference books and reserve materials may be checked out overnight.

An orientation to the print and non-print collection is conducted for all grade 9 students during the fall semester.

Nursing Services

The school nurse is available from 7:30 a.m. until 2:30 p.m. in her office. Students are encouraged to see the nurse about any health problem during a free period or between classes. If it is necessary to see the nurse during an assigned class, then the student must request a pass from the teacher. All accidents should be reported to the school nurse immediately. When a student becomes ill at school, the parents or guardian will be notified and expected to come for the student as soon as possible.

In order to provide a safe and healthy school environment, it is important for the school nurse to be informed of any health issues that may affect a student's performance in school or require special attention (e.g. injuries, allergies, asthma, diabetes, seizure disorders, etc.). Parents should contact the school nurse directly regarding these health issues (617-993-5929).

There are times when a student should remain at home for his/her own welfare and for the protection of other students. The following criteria may be used to determine when a child should remain at home:

- Has a cold in the contagious stage (first 3-5 days)
- Sore throat or swollen neck glands accompanied by fever
- Undiagnosed rash or skin eruptions
- Earache, red eyes or drainage from the eyes
- Tonsillitis or any communicable disease
- Fever over 100 degrees during the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Head lice

If a student develops a communicable disease (e.g. chicken pox, strep throat, scarlet fever, fifth's disease, head lice, etc.), the parent/guardian should notify the school nurse. This will enable the nurse to monitor the student's progress and other students' exposure. A student returning to school after a communicable disease must present a doctor's certificate stating that the student is free from the disease in its communicable form.

A student returning to school after an accident, operation, or serious illness (absent five or more consecutive days) must present a doctor's certificate stating that he/she may resume a full program including athletics or that he/she requires a modification of her/his school program to meet her/his physical needs. Examples of restrictions include no use of stairs, no Physical Education, and/or special seating accommodations.

Immunization

According to Massachusetts State law, all students in grades K – 12 attending schools within the state must be properly immunized. Evidence of the date of such immunization, signed by a doctor, must be on record at the school.

Verification of immunization from the following diseases is required:

Measles	Diphtheria	Hepatitis B
Mumps > MMR	Polio > DPT	Varicella (chickenpox)

Rubella

Tetanus

Medications

If medications are to be given in school, the following guidelines need to be followed:

- Prescribed medications must be in the pharmacy bottle and labeled with the doctor's name, dosage, date, etc.
- Over-the-counter medications must be in the original manufacturer-labeled container.
- A medical permission form must be signed by the parent and physician for any over-the-counter (including Tylenol or Ibuprofen) or prescription medications. Forms are available in the nurse's office.
- Students should not transport any medication to school.
- All medicines are to be kept in the nurse's office.
- It is the responsibility of the student to come to the health clinic at the required time.

If the above guidelines are not followed, the school will be unable to dispense the medication. Should further clarification of the medication policy be necessary, please contact the school nurse.

Physical Examinations

Physical examinations are required of all tenth grade students, new students, students having special needs evaluations, and students participating in athletics. All students participating in interscholastic athletics must have a physical examination within one calendar year of the first day of the sport season in which they are participating. This physical must be turned in to the school nurse before try-outs.

Religious Exclusion

If parents have any objections on the basis of their religion to routine physical examinations, immunizations, first aid in emergencies, or other medical procedures that might occur in the school, it is important that they contact the school in writing so that the information may be recorded.

Tutoring

Tutoring in the home or hospital will be provided to each child who, in the judgment of the child's physician, will have to remain at home or in the hospital for a period of not less than fourteen (14) consecutive days during any school year.

Any student who is or will be absent from school for medical reasons for at least fourteen (14) days, must submit the physician's written statement (SPED-766-11A) to the school nurse before any tutoring can be started. After reviewing the request, the nurse will forward the information to the special education coordinator for final approval and assignment of a tutor.

STUDENT ACTIVITIES AND INTERSCHOLASTIC ATHLETICS

Athletics

Belmont High School is a member of the Middlesex League and abides by the guidelines established by the Middlesex League and the Massachusetts Interscholastic Athletic Association.

Participation in the Belmont High School athletic program is a privilege, and all student-athletes are expected to provide a leadership role for other members of the student body, and to always act in an exemplary manner that will be complementary to the team, school, and community. Student athletes may be disciplined for conduct unbecoming of an athlete.

Interscholastic athletics are intended to provide a competitive experience for our most qualified student athletes. Strong programs are offered for both girls and boys throughout the three seasons. The lessons of teamwork, pride in accomplishment, and good sportsmanship learned on the playing fields are valuable to all who participate. We urge students to consider athletics as an integral part of their education. Participation on an athletic team can be a rewarding experience. It is important that students and parents realize the time demands, commitment, dedication, and sacrifices required for participation on an athletic team before making this commitment.

Athletics are important, but academic responsibilities are a priority; no student shall be penalized for missing practice or a game to attend to academic obligations.

Participation Requirements

In order for students to participate in athletics they must complete the following forms: parent permission, transportation, and chemical health. Students must also have a physical examination by a doctor within the last twelve months, and meet the following academic eligibility requirements:

- For the fall marking period, students are required to have passed for the previous academic year the equivalent of four full-year courses;
- For subsequent marking periods, students must secure during the last marking period preceding the contest a passing grade in the equivalent of four full-year courses; and
- Students must maintain an unrounded, quarterly, simple (non-weighted) GPA of 1.70. In order to be eligible for the fall season, the student must earn the 1.70 GPA in the 4th quarter of the preceding year.

Any student deemed ineligible at the start of a season will remain ineligible for the duration of the season. If a student becomes 19 years old before September 1 of the upcoming academic year, s/he is no longer eligible.

Activity Fee

Activity fees are assessed for interscholastic sports and other extracurricular activities and clubs. These funds are used to offset the

cost of sponsoring all student activities at Belmont High School and are payable as a condition of participation. In a given year, the fee for the first sport a student participates in is \$450; the second sport is \$300; any additional sports will be \$150 each. These fees are assessed per student and there is no family cap. There is a \$275 fee for each student who participates in the after school fine and performing arts program. Participation in extracurricular activities and clubs is subject to a \$100 activity fee. NOTE: These are the current fees for the 2018-19 school year and are subject to change. Fee waivers are available on a sliding scale and forms can be found on the BHS website.

Required Information on Opiate Use and Misuse

On March 14, 2016 new legislation addressing opiate use and misuse was signed into law in Massachusetts. The law includes multiple provisions addressing students and student athletes, including limits on prescriptions and resources for families. More information can be found at www.mass.gov/sportsconcussion and at <http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/injury-prevention/substance-use-disorder.html>

Sports Offered

(NOTE: The Sports Offered are Subject to Change at Anytime)

Belmont High School offers ten sports during the fall season. Practices begin on the Monday before Labor Day, with most teams ending league competition in late October. Tournament qualifications for varsity teams could have teams participating into November. Football concludes its regular season on Thanksgiving Day.

Fall Sports

Cheerleading (V, JV)
Cross Country—Boys, Girls (V, JV)
Field Hockey (V, JV, F)
Football (V, JV, F)
Golf (V)
Soccer—Boys, Girls (V, JV, F)
Swimming—Girls (V, JV)
Volleyball—Girls (V, JV)

Belmont High School offers eleven sports during the winter season. Practices begin on the Monday after Thanksgiving, with most teams ending league competition before the February vacation. Tournament qualifications for varsity teams could have teams participating in March.

Winter Sports

Basketball—Boys, Girls (V, JV, F)
Cheerleading (V)
Ice Hockey—Boys, Girls (V, JV)
Skiing—Boys, Girls (V)
Swimming—Boys (V, JV)
Indoor Track—Boys, Girls (V, JV)
Wrestling (V, JV)

Belmont High School offers nine sports during the spring season. Practices begin on the third Monday in March, with most teams ending league competition before June 1st. Tournament qualifications for

varsity teams and individual athletes could have them participating into June, and for seniors, after graduation.

Spring Sports

Baseball (V, JV, F)

Lacrosse (V, JV)

Rugby - Boys, Girls (JV, V)

Softball (V, JV, F)

Spring Track—Boys, Girls (V, JV)

Tennis—Boys, Girls (V, JV)

Tryouts

Students must meet the eligibility requirements prior to attending any tryout or practice session.

The coaching staff of each sport has the sole responsibility for selecting team members, determining the level of play most beneficial to the development of the player and team, and the amount of playing time. During the tryout period, each coach will provide an explanation of her/his expectations. It is the responsibility of the student to demonstrate to the coach that she/he can fulfill these expectations. If a student is not selected for a team, it is her/his responsibility to contact the coach personally if an explanation is wanted. Once a student has been selected for a team, she/he may not quit that team in order to join another team.

If a student is cut from a BHS athletic team during the fall or winter seasons, he/she will be given two weeks from the date of the cut to submit an Independent Study proposal or join a PE class in school in order to fulfill their PE credits for the year.

Player concerns must be addressed first between the coach and the player. If a significant issue is not resolved, parents should plan to meet with the coach. If a resolution is not reached between the student-athlete, parent(s), and coach; the matter may be presented to the Director of Athletics.

Expectations for Team Members

Athletes who have made a team have made a commitment to be at all practice sessions, contests, and team meetings. Any team member who must be late, or miss a practice or contest for any reason must confer with the team coach. Absences from practices or contests jeopardize retaining a position on a team or the reception of any team or individual awards.

Mandatory practices are held daily for approximately two hours, or as appropriate to the sport. Some practices and games are held on Saturdays. No practice may be held without a Belmont High School coaching staff member present.

- All students shall abide by the rules and regulations set forth by their coaches and the athletic department.
- All students shall refrain from the use of alcohol, tobacco products, and drugs.
- All students shall be responsible for all equipment issued regardless of the circumstances of its loss or theft.
- Students absent from school on the day of a game, scrimmage, or practice will not be permitted to participate in

the activity. To be eligible to participate in any extracurricular activity offered by the school, students must be in school from 8:00 a.m. – 2:25 p.m. on the day of the activity. The student must be in school for the entire day on scheduled half-days and early dismissal Wednesdays. If a student's first class begins at 8:00 a.m. and he/she has been approved by his/her assistant principal for a late arrival, he/she must be in school by 8:00 a.m. If a student's last class of the day ends at 2:00 p.m. and he/she has been approved by his/her assistant principal for an early dismissal, he/she must remain in school until 2:00 p.m. Attendance on the final school day before a weekend or school vacation will be used to determine a student's eligibility to participate in an extracurricular activity during the weekend or vacation. Special circumstances will be reviewed by the assistant principal. This includes athletic events, social and academic activities and other extracurricular activities. Only the administration can excuse an absence.

Levels of Competition

Varsity Teams compete successfully with other Middlesex League schools and with other schools or individuals of a similar division in State Tournament competition. Assessments will be made by the coach throughout the season relative to the level most beneficial to the development and progress of each player and team. It should be understood that at the varsity level playing time could be limited under certain conditions.

Belmont High School offers several sub-varsity teams in order to allow as many students as possible to participate and share in the experience and benefits derived from team membership and to further skill development and conditioning for possible future higher level competition. The emphasis of the program at the sub-varsity level is on the development of basic skills, appropriate attitudes, and team concepts through competition.

School Equipment

Students are responsible for and are expected to maintain proper care of all athletic equipment and uniforms issued to them. Once issued, students are responsible for payment of any items lost, stolen, or damaged. Students are not to wear athletic uniforms at any time other than those allowable by special team regulations.

M.I.A.A. Bona Fide Team Member Rule

A bona fide member of the school team is a student who is consistently present for, and actively participates in all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. First Offense: Student athlete is suspended for 25% of the season. Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation.

MIAA Bona Fide Team Member Waiver Guidelines

On occasion, a student might find himself/herself in potential conflict with this rule. This can happen when a student-athlete has an association with an out-of-school team or has an opportunity to participate in some special tournament or on a special team. A waiver of the bona fide team rule excusing the student from the school activity that day and allowing the student to participate in such a non-school event is possible under the guidelines set forth below. Before a waiver request is submitted ALL of the following considerations must be present:

- A) The non-school event must be a significant experience -- not one normally available to most anyone.
- B) The invitation must have come from a personalized invitation -- not a form letter that went to a large number of students.
- C) It must be clear that the student is not being exploited and that the student is truly being singled out to participate.
- D) The amount of time being missed from school will definitely be considered.
- E) The number of school team activities being missed will be a factor considered.
- F) There is a limit to the number of times that a student could qualify for a waiver. It would be extremely rare that a student-athlete would be granted more than one waiver.
- G) The request for a waiver must have the written support of the school principal, the athletic director, and the coach.

Waivers will be considered on an individual basis on the merits of each case. Requests for a waiver can only be submitted to the MIAA by the Building Principal.

M.I.A.A. Chemical Health Rule

In addition to the Belmont High School policy and consequences listed in the *Alcohol/Drug Policy* section of this handbook, the following applies to students who participate in interscholastic athletics.

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is later), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product including e-cigarettes Vape pens and all similar devices); marijuana(including synthetic); steroids; or any controlled substance. Furthermore, Belmont High School student-athletes shall not be present where other minors are using or in possession of alcohol or illegal drugs (e.g., All students present at a "house party" where alcohol or drugs are present will be in violation of this rule regardless of whether they personally possessed or consumed a prohibited substance). This policy includes products such as "NA or near beer" inhalants (defined as any substance that produces a mind-altering effect when inhaled). It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor.

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

The penalties for violation of this rule are:

First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests for that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal parts of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 25% of the season.

Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 60% of the season. If the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or counselor of a chemical dependency treatment center must issue such certification. All decimal parts of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

M.I.A.A. Taunting Rule

Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters.

Examples of taunting include but are not limited to: "trash talk," defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontations by one player to another and standing over/straddling a tackled or fallen player.

At all MIAA contest sites and tournament venues, event organizers may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

National Honor Society

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, leadership, service, and character. To be eligible, a student must be in attendance at Belmont High School one year (this allows staff time to get to know the student and for the student to demonstrate their character) and meet the criteria for scholarship, leadership, service, and character that are listed below (adapted from the National Honor Society Handbook).

Scholarship

Students must have a minimum cumulative grade point average of 3.5.

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude.

Service

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in interclass and interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, or volunteer services for the elderly,

poor, or disadvantaged

- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students.
- Junior candidates must have submitted a minimum of 20 hours of community service.
- Senior candidates must have submitted a minimum of 30 hours of community service.

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside of the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

All junior and senior students who meet the minimum grade point average requirement will be mailed an application. Students must submit proof of leadership, community service, and references for character. Selection will be by a majority vote of the faculty council.

The faculty council shall meet to select members and to consider dismissals, non-selection, and warning cases. Upon request from students not selected for this honor, every effort will be made to explain the selection process. Schools are not obliged to share with parents and students information concerning non-selection of specific students. The advisor will listen to concerns from students not selected. Communication with parent(s)/guardian(s) of such students will occur only after the applicant has spoken to the advisor themselves. In the event there is a breakdown in the process, the principal will reconvene the faculty council.

Once selected, members are required to continue to demonstrate the qualities of scholarship, character, leadership, and service; and to fulfill other responsibilities outlined in the National Honor Society Constitution. If a student fails to continue to demonstrate these qualities, their standing in NHS will be subject to review by the Faculty Council **and offered a hearing** in accordance with Article X of the NHS Constitution. Students must request a hearing, in writing, within seven (7) calendar days of notification of removal. If a student is removed from NHS they cannot re-apply.

The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and community.

The principal shall reserve the right to approve all activities and

decisions of the faculty council and chapter.

Student Government

Student Government Officers are elected in the spring. Their first responsibility is to carry out their duties as outlined in the Constitution.

BHS Student Government Constitution Preamble

The name of this association shall be the *Belmont High School Student Government*. Its membership is open to all students of Belmont High School.

The purpose of this organization shall be to provide:

- a means to improve student participation and communication in student government activities;
- an understanding and education in the democratic processes as practiced in the United States;
- opportunity and incentive for leadership;
- a fostering of closer relationships between the Student Government and various class governments;
- and a channel for student participation with faculty and administration in projects of school wide concern

Areas of Student Responsibility

- I. The Student Government is responsible to the Principal.
- II. The Student Government is responsible to the students as follows:
It shall:
 1. present proposals of student concern for consideration by the faculty and administration. Consideration means to talk, think and act accordingly
 2. build communication through the school in order to inform students, teachers and administrators of student interests
 3. join faculty and administration on projects of general concern such as curriculum planning and uses of the building
 4. study applications for charters of new clubs and recommend them to the administration
 5. initiate procedures to discontinue clubs that no longer reflect student interests and make recommendations to the administration
 6. join with the faculty and administration in the formulation of a written behavior code
 7. compose and publish a handbook describing the school for the information of students and parents
 8. organize and carry out an orientation program for all new students
 9. program student assemblies
 10. direct student elections
 11. establish a student grievance board

Student Government Structure

- I. The Student Government shall consist of:
 1. the five student advisors to the school committee
 2. representatives from each class elected at large

3. the President of each class
- II. The Student Government is responsible to the students as follows:
It shall:
 1. present proposals of student concern for consideration by the faculty and administration. These proposals are to be determined by bimonthly ballots cast by interested members of the student body, as well as by the general consensus of the student government.
 2. build communication through the school in order to inform students, teachers, and administrators of student interests.
- III. Student Government members shall be elected as follows:
 1. The five student advisors to the school committee will be elected in the spring for a one-year term, and shall take office in June
 2. Four representatives from each class will be elected at large. This election will be held in September. They will hold office until the next election.
 3. The class officers shall be elected in May for a one-year term, and shall take office on June 1.
 4. The chairperson of the Student Government shall be one of the five advisors to the school committee elected in September by the other members of the Student Government.
- IV. An *Executive Board* shall determine the agenda for formal meetings of the Student Government. The executive board is composed of five student government members elected by the S.G. at the first meeting in September and includes the Chairperson as presiding officer.
- V. All meetings of the Student Government are open to the entire student body.
- VI. Duties of the Student Government Chairperson are as follows:
 1. to preside at meetings of the Executive Board as a voting member;
 2. to preside at meetings of the Student Government as a voting member;
 3. to carry out decisions of the Student Government;
 4. to call executive board meetings of the Student Government;
 5. to keep in close communication with the Principal and Faculty Advisor
- VII. Duties of each Student Government Member are as follows:
 1. to attend all meetings of the Student Government;
 2. to fulfill the responsibilities of Student Government as outlined in the Constitution.
 - 3.

Amendments

Amendments to this Constitution shall require the approval of two thirds of the Student Government and a majority of the students.

Ratification

Ratification of this plan of government shall be by a majority vote of the students.

Class Officers

Class officers are elected in June for a one-year term effective immediately. Grade 9 class officers are elected in September. Each class elects a president, vice-president, secretary and treasurer. The senior class has an additional officer, the assistant treasurer.

Election to any student government position is a significant honor and responsibility. Class officers are class leaders and role models and should abide by the rules in the Student Handbook and maintain academic eligibility (MIAA Standard) in order to participate in Student Government. If a class officer fails to meet these expectations, the Principal may suspend or revoke a student's class office.

Election

Elections for class and student government officers and representatives will be held in the spring. Candidates will be required to fill out nomination papers and will have an opportunity to hang campaign posters in certain areas of the school. Campaign posters need to be approved by the Main Office prior to being hung on the bulletin boards. Campaign speeches before their fellow students may be required.

SCHOOL POLICY STATEMENTS

Assemblies

Over the course of the school year Belmont High students will have the opportunity to participate in high quality, impactful and educational assemblies, both as part of the BHS speaker series and as curriculum enrichment. If, due to the nature of the material being presented, a student is unable to participate in a school assembly they must request permission to "opt-out," in writing, from their assistant principal two weeks prior to the assembly date. Students may not opt-out of assemblies that are prerequisites for class activities.

Campus Grounds

Students may not leave campus at any time during the school day including **lunchtime or unscheduled periods**, unless a parent/guardian has called to dismiss them for a valid reason or they have open campus privileges. A note or call **after the fact is not acceptable**. Students are advised to check with the attendance secretary to determine the status of their dismissal.

Two yellow lines painted on the street in front of the building mark campus grounds. All areas outside of these two yellow lines are considered off campus (which includes the back of the building, the side of the gym facing the fields, the loading dock and all parking lots). Therefore, students can be off campus even though they are still on school department property. A student who leaves school grounds as defined in this handbook is subject to disciplinary action. Students who cut class and leave school grounds are subject to disciplinary action for both infractions.

Dance Regulations

In order to ensure that school dances are run efficiently and safely with a minimum of problems, the following policies will be in effect:

1. All regular school policies will be in effect.
2. Students are required to submit a completed dance contract before they are allowed to purchase tickets.
3. Students may be asked to use a "breathalyzer" upon entering and during the dance.
4. Dances will be held in the high school cafeteria or on special occasions in the gymnasium.
5. Only neatly dressed students will be admitted to dances. Some dances may require suits, dresses, etc.
6. Students will not be admitted into dances 30 minutes after the start of the dance.
7. Students may ***not*** re-enter a dance once they have left the designated area.
8. Dances are for Belmont High School students only.
9. Students absent from school on the day of the dance or under current school suspensions are not permitted to attend dances.
9. Unauthorized entry to a dance will result in assessment of detentions and loss of the privilege of attending dances held at the school for the remainder of the school year.
10. The principal or his/her designee reserves the right to cancel school dances at his/her discretion.
11. Students must check coats, hats and bags before entering the dance.

Prom

Students who wish to buy a prom ticket must have no outstanding obligations including assigned detentions. All students and guests attending prom must participate in the promenade and travel to and from prom on buses provided by the school. In addition, all students must be in school on the day of prom until at least 10:45AM.

Senior Privileges

In order to participate in all senior privileges, such as, but not limited to Prom, Senior Cruise, and the All Night Party, students must have their required community service hours completed, no outstanding obligations, and attend the senior class presentation with a parent or guardian.

Dress Code

The responsibility for the dress and appearance of students rests with individual students and parents. They have the right to determine how the student will dress, including wearing attire which is part of the students' religious practice, providing that attire is not destructive to school property, complies with requirements for health and safety, and does not interfere with the educational process.

Clothing depicting references to alcohol, drugs, sex, tobacco products, violence, hate groups, other harassing categories, or evidencing inappropriate or discriminatory language is prohibited. Parent and student cooperation is requested.

Facilities

Students should take pride in their school and be responsible for picking up after themselves and others, keeping the corridors, classrooms, and cafeteria clean. Students should clear the cafeteria tables they have occupied whether or not they have created the litter.

Field Trips

Field trips can bring the school and the community closer together, a situation that can result in real life experiences that enrich the curriculum for students and also bring about better public relations. Field trips are a privilege and not a right. Students who have demonstrated uncooperative and/or inappropriate behavior may not be allowed to participate in the trip or future trip.

Requirements regarding field trips include:

- * All school rules are in effect during trips
- * All students must submit parental permission slips
- * All trips must contribute toward the educational program
- * Student must receive teacher approval from all his/her classes in order to attend
- * All approved field trip absences do not count towards the attendance cap

All out-of-state or extended (overnight) trips and excursions, except those required for student participation in tournament competition or contests, must have advance approval of the Superintendent and the School Committee. Students who wish to participate in an overnight field trip will receive a copy of the specific rules and regulations for overnight field trips. All rules and regulations which apply to Belmont Public Schools will be in effect throughout any school sponsored trip. Since a school sponsored trip is considered an extension of the school day, any infractions of rules involving alcohol or any controlled substance, will be dealt with severely by school personnel.

Drug and Alcohol Policy

All rules and regulations which apply to Belmont Public Schools will be in effect throughout any school sponsored trip. Since a school sponsored trip is considered an extension of the school day, any infractions of rules involving alcohol or any controlled substance, will be dealt with severely by school personnel.

The school, including those authorized as a trip leader and/or chaperone, retains the right to randomly conduct periodic searches of students' luggage, hotel rooms and personal possessions.

In addition, any student found using/in possession of/distributing alcohol or drugs, or found in a room where those substances are found will be sent home. The parent/guardian or the parent's/guardian's designee (as indicated on the permission form) will be contacted immediately to make arrangements for the student's transportation home at the parent's/guardian's expense.

Fire Drills

Follow special directions posted in each room. Students are to proceed quietly through the corridor to the assigned exit. When outside the building, please keep in class groups until notified to re-enter the school.

Food & Beverages

All food and beverages must be kept within the cafeteria, courtyard, or outside main entrance area in order to maintain a healthy and safe environment. Students who transport food or beverages out of the cafeteria without permission may be subject to disciplinary action. Students who leave trash, throw food, or make a mess in the cafeteria will be expected to clean the cafeteria; such students may also be subject to disciplinary action.

Laboratory Safety

Laboratory experiments and activities are an essential part of the Science, Technology, and Engineering curricula. Although some activities involve the use of potentially harmful chemicals and/or equipment, the risk to students is minimal when proper procedures are followed. In order to maximize educational value and minimize student risk, Belmont High School is committed to teaching students how to work properly in the laboratory.

The Science, Technology, and Engineering courses require students to sign the Belmont High School Safety Contract. This contract outlines the safety rules and the student's responsibility for demonstrating appropriate behavior.

Students and staff follow these general rules in Science, Technology, and Engineering classes:

- Behave responsibly.
- Perform only those experiments authorized by the instructor.
- Follow all written and verbal instructions for proper use of equipment and lab procedures.
- Know the location of appropriate safety equipment (fire extinguishers, etc.) and first aid equipment.
- Practice good housekeeping and lab maintenance.
- Report all accidents to the instructor.
- Protect eyes, face, hands and body while working in the lab as described in the Massachusetts General Law, Chapter 71, Section 55C.

Students who violate the Belmont High School Safety Contract receive teacher detention(s), office disciplinary action(s), suspension(s), and/or other appropriate action(s).

Lockers

Lockers are the property of Belmont High School and may be searched at any time. Valuables should not be left or stored in lockers. The school cannot guarantee the security of items left in student lockers and is not responsible for items stolen from lockers. Students are

responsible to secure their lockers by using school issued combination locks only. All unauthorized locks will be cut off at the owner's expense. A student may receive disciplinary consequences for using an unauthorized lock. Under no circumstances should students give their combinations to or share their lockers with other students.

Lost & Found

Lost and found articles may be picked up in the main office. If a student finds an article, please turn it in to the main office. Should a book become lost or stolen during the school year, the student must pay for it before another one is issued. Students are urged to put their name in each and every book they receive. If a lost book is returned, the student will be notified and the money that he/she has paid will be refunded.

Obligations

Each student is provided with textbooks, workbooks and other materials, as appropriate. No charge is made, but these materials are on loan and must be returned. So that other students may be afforded the same opportunities, each student is encouraged to give proper care to the loaned materials. When severe damage does occur or an article is lost, the student is required to pay for it. Failure to pay can mean the loss of privileges.

Students who do not return textbooks, ipads, library books, athletic equipment, lab equipment or who have incurred a debt to the school by damaging school property will not be able to obtain a parking permit, purchase prom tickets or receive their yearbook until those obligations are fulfilled. Seniors with outstanding obligations will not be able to participate in senior activities nor will they receive their cap and gown until those obligations are fulfilled. If students are unsure if they have obligations, they should ask a secretary in the main office.

Open Campus

Open campus privileges will be offered to juniors and seniors who meet certain eligibility requirements. A student who has open campus privileges is permitted to leave campus at her/his own risk when the student has a block of time in her/his schedule with no specific class assignments to complete or required teacher appointments. Students who leave campus are responsible for returning to school on time to attend scheduled classes. An open campus pass must be presented in order to leave campus.

Open campus privileges are just that – a privilege, not a right. These privileges are offered as a way to reward seniors for their hard work.

- **Seniors** - are eligible to apply to the Belmont High School administration for open campus privileges starting in the first week of senior year. The administration will approve open campus privileges for first-semester seniors who:
 1. are not in jeopardy of not graduating and are passing all of their courses
 2. have already completed a minimum of 30 of the 40 hour community service requirement for graduation

3. have no school obligation including: activity fees, senior dues, return of athletic supplies and equipment, library books, course books, etc.
 4. submit an application form signed by parent/guardian
 5. have a school approved student identification card
 6. have not been identified as behavioral problems, and
 7. will fulfill the physical education requirement for graduation
- Upon approval of the application, the administration will issue the student a senior privilege identification card.

- **Juniors** – are eligible to apply to the Belmont High School administration for open campus privileges at the completion of the second term, the administration will approve open campus privileges for juniors who:
 1. are in good standing with attendance (no more than 3 unexcused tardies per class, 0 unexcused absence per term, 90 % attendance rate per term)
 2. have a grade point average of a “C+” (quarter 1 and 2 of junior year)
 3. do not have discipline referrals for the year
 4. have already completed a minimum of 25 of the 40 hour community service requirement for graduation
 5. are free of any school obligation including: activity fees, class dues, return of athletic supplies and equipment, library books, course books, etc.
 6. have a school approved student identification card
 7. Completed the open campus application and have it signed by parent/guardian.

Upon approval of the application, the administration will issue the student a junior privilege identification card.

Senior and junior open campus privileges may be suspended at any time if the administration determines the students are in violation of school rules and/or failing to meet academic, discipline, and/or attendance expectations.

Parking/Motor Vehicle Regulations

Students park at BHS at their own risk and the administration reserves the right to suspend or revoke parking privileges at any time. All students must register their vehicle with the main office by fully completing a parking agreement. All obligations and required community service must be taken care of prior to the student receiving a parking permit. A parking sticker will then be issued and should be displayed attached to the rear windshield on the passenger's side of the vehicle.

1. Students driving vehicles to school must park in the student parking lot which is designated by white lines and which is located at the far end near the tennis courts. A student who parks in a faculty area, visitor area, or fire lanes may be subject to ticketing. The field house parking lot is for faculty use only during the school day.
2. Students should not loiter in the parking lot during the school day. Students waiting for transportation should wait

- in one of three (3) designated pick-up areas--the main entrance, side entrance near the cafeteria and the entrance near the field house.
3. The speed limit on school grounds is 10 M.P.H. Cars must not pass school buses while they are unloading or loading students in the bus area.
 4. Reckless driving may result in the loss of the privilege to drive to school, and students may receive detention and/or suspension. Reckless driving may also be subject to police action.
 5. Prohibitions against weapons, alcohol, drugs and contraband apply to student vehicles which are parked on school grounds. Students who park on site do so with the understanding that their vehicle may be subject to search by an administrator upon suspicion that the vehicle contains items which are prohibited on school property.

Parking on school property is a student privilege. Students found to be in violation of the school parking rules may have their vehicles ticketed or their parking privileges revoked

Publicity Guidelines and Opt-Out

At times we have newspaper and cable coverage or other publicity about school events and our newsletter is posted on our website. We may also periodically videotape students for a variety of reasons including filming of class/school performances, for assessment purposes and possibly for staff development.

Under Department of Elementary and Secondary Education regulations, the school may release for publication certain information concerning students and/or their parents without first obtaining their consent UNLESS you inform us otherwise. Families are given the option annually to opt-out of publishing work or videos involving students. Families that desire to opt-out may do so by indicating such on the electronic form sent out at the beginning of each school year. Since this is an opt-out process, the district assumes permission has been granted unless indicated otherwise on the form each year.

Senior Violations

A senior who commits a serious breach of the BHS discipline code as determined by the school administration may be suspended from senior events, including the prom, graduation exercises, graduation and/or any other senior year activity.

Social Behavior

The school premises are not an appropriate environment for the display of certain types of affection that might include kissing, caressing, or embracing. Students will initially be warned. Additional reprimands will result in referral to the office for appropriate discipline and parental notification.

Student Identification Cards

All students will receive a picture identification card. Students are required to carry their picture I.D. with them at all times and show it to the campus supervisors upon request. Picture I.D. cards are required to check out either circulating books or reference books and reserve materials from the library and are necessary to gain entry to school dances held on campus. A five dollar (\$5.00) fine will be charged to replace a lost or damaged picture I.D. card.

Release of Transcripts

Student transcripts will not be released to colleges or other academic institutions without a signed release to do so. Official transcript release forms are available in the guidance office. Parents/guardians must sign the form if the student is under 18 years of age; students over 18 years of age may sign the form themselves.

Unscheduled Time

Students who have unscheduled time may use the library little theatre, the cafeteria or meet with a teacher or their guidance counselor. No one may linger in the corridors; students should proceed promptly to their destination and remain there until the end of the period. Students who loiter in the corridors, the bathroom, or in any unsupervised area, will be subject to disciplinary action.

Visits by Prospective Students

No visitors will be allowed while school is in session unless approved by an administrator at least two week in advance of the intended visit. Student visits are reserved for residents of Belmont who are prospective BHS students only. All approval forms must be submitted in advance and are located in the main office.

Delayed Opening Procedures

When school sessions are to be called off or delayed either one hour or ninety minutes because of weather conditions, announcements will be made over the following radio and television stations: WBZ, WCAS, WEEI, WHDH, WRKO, and WBZ TV Channel 4. Parents should tune their televisions/radios to these stations between 6:30 A.M. and 7:30 A.M. Announcements will also be made over the school twitter account @BHSnewsblast as well as listed on the principal's blog.

In the event of a delay, students should report directly to the class meeting at the time school opens.

Should it become necessary to dismiss school before the usual closing time, announcements will be made over the same stations. **DO NOT** call the Police or Fire Departments, as that will disrupt vital emergency services.

Please **DO NOT CALL THE SCHOOL** because such action will delay essential cancellation procedures including slowing down the flow of communications with the radio stations.

Winter Weather

Snowball fights and the throwing of snow (pouring, dumping, etc.) is prohibited on school grounds and at school events. Snow should not be brought into the building.

Working Permit

Students can obtain work permits in the main office of the high school. The office is open weekdays 7:30 am – 3:30 pm. All students under 18 years of age must have a work permit as a requirement for employment.

DISTRICT POLICY INFORMATION

Acceptable Use Policy – Computers

Introduction

The Belmont Public Schools offers network access to its students, faculty, and staff. Access to the school network and the Internet is a privilege, not a right. The intent of this policy is to ensure that students utilize this access in a manner consistent with the purpose of providing this service. The Belmont Public Schools reserves the right to amend this policy.

Purpose

The primary purpose of the Belmont Public Schools Computer Network (“the Network”) is to support the educational objectives of the Belmont Public Schools and Belmont’s educational community in general. Network use provides valuable opportunities for research, curriculum support, and career development. The Network is not a public forum, and the Belmont Public School system reserves the right to place reasonable limits on materials posted or accessed through this network.

Additionally, this policy outlines the roles and responsibilities of students in a digital world through the norms of appropriate, responsible behavior with regard to technology use called Digital Citizenship. The themes of Digital Citizenship are: etiquette, communication, literacy, access, commerce, law, rights and responsibilities, health and wellness, and security¹.

To use the Network, students must take full responsibility for their own actions. While the network’s possibilities are tremendous, it also has potential for abuse. The Belmont Public Schools shall not be liable for the actions of anyone accessing the network. Students assume full responsibility for any costs, liabilities, or damages arising from the way the student chooses to use his/her access to the Network.

¹ Ribble, Mike. “Nine Elements of Digital Citizenship.” *Digital Citizenship; Using Technology Appropriately*. 2010. Web. 5 April 2010

A student's use of the Network constitutes his or her agreement to abide by this policy as set forth below, or as modified in the future.

Network Usage Guidelines

Use of the Network must be consistent with its purpose as stated in Section II. This policy outlines acceptable use of the Network. However, it does not attempt to articulate all required or proscribed behaviors by students of the network. Students are expected to conform their actions with the purpose, spirit, and examples set forth in this policy and to abide by the rules of acceptable use, which include, but are not limited to, the following:

1. It is the policy of Belmont Public Schools to maintain a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, disability, or any other characteristic protected by law. Students shall observe this policy in the use of the Network. Employ digital etiquette by using appropriate, non-abusive language, refrain from making defamatory remarks or racial slurs, bullying, and from the use obscene or profane language.
2. When using the Network, students shall identify themselves by their first names only. Do not reveal personal information such as last names, addresses, phone numbers, photos, etc. that could identify yourself, another student, or a staff member, except when required by a teacher to complete school-related work. You must immediately disclose to a teacher or other school staff, any message you receive that you believe is inappropriate or makes you feel uncomfortable.
3. Do not use the Network in such a way as to disrupt its use by others. Students must not vandalize school computers by causing physical damage, reconfiguring the computer system, or introducing malicious programs into the Network (for example, computer viruses).
4. Network IDs and passwords are provided for each user's personal use only. Passwords should not be shared with anyone. Students must not use another person's password. If you suspect that someone has discovered your password, you must have it changed immediately.
5. Any use for, or in support of, illegal purposes or activities is prohibited. This includes, but is not limited to, gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above.
6. Any use for commercial purposes is prohibited. Students may not create web pages to advertise or sell products or services and may not offer, provide, or purchase products or services through the Network.
7. Any use for political purposes is prohibited except for using the Network to communicate with elected officials.
8. Students should assume that most materials available on the Internet are protected by copyright. Unauthorized copying of copyrighted materials is prohibited. Additionally, any material obtained from the Internet and included in one's own work must be properly cited regardless of copyright status.
9. Not all material accessible through the Internet is of educational value. Students are expected to refrain from seeking, accessing, uploading, downloading, transmitting, or distributing material

that is not relevant to their assignments or course work. No student may upload or download material to or from Internet sites without permission from his/her teacher.

10. Students shall not access, upload, download, transmit, or distribute material that is pornographic, obscene, sexually explicit, threatening, discriminatory, intimidating, abusive, harassing, or offensive.

11. Students must not access chat rooms or social networking sites. Students are also prohibited from using the Network to blog or to send or receive instant messages. Games must not be played, accessed, or downloaded. The Belmont Public School System will take reasonable precautions to filter out inappropriate materials; however, it is impossible to monitor all content.

12. Students shall neither download nor install any commercial software, shareware or freeware onto network drives or disks without prior permission of the Director of Technology. Students shall not change settings on the browser or any other application.

13. Students shall not access, receive, upload, download, transmit, or distribute information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

14. Students must not attempt to gain unauthorized access to any file servers or data in the Belmont Public Schools system, outside file servers or data, or go beyond the user's authorized access. This includes logging in through another person's account and/or accessing another person's files. Students shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other students.

Privacy

Students should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received and/or stored on the school computer network. Students should be aware that the data they create, receive, or send on the Network is the property of the Belmont Public School system, and that the data may be recovered and reviewed, even after it has been deleted. The Belmont Public School system also reserves the right to monitor use of the Network and to examine all data stored on district servers. All communications, regardless of content or purpose, are public and are not private. All communications including text and image may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that students are using the system in a responsible manner.

All network activities are logged. These logs may be disclosed to law enforcement or other third parties.

Violations

The system reserves the right to deny, revoke or suspend, without prior notification, specific user privileges and/or to take other disciplinary action, including suspension or expulsion from school, for violation of this policy. Additionally, all handbook regulations apply to use of the Network. In the event that there is a claim that a student has

violated any of the guidelines in this policy, he or she will be provided an opportunity to be heard. The system will advise appropriate law enforcement agencies of illegal activities conducted through the Network. The Belmont Public School system also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the Network.

Cautions

Every effort will be made to ensure the integrity of data stored on the computer network; however, it is the user's responsibility to maintain an offsite copy of files important to the user. Use of the Internet has the potential to put students in danger. Students and parents are advised to visit the website of the Attorney General's Office at www.ago.state.ma.us for more information about the potential dangers of the Internet. If you have questions about this policy, please contact the Director of Technology at 617-993-5450.

Memorandum of Understanding with the Belmont Police Department

The Belmont Public Schools and the Belmont Police department have entered into an agreement to coordinate their efforts to prevent violence, attempted violence or threatened violence; the use, abuse and/or distribution of alcohol, inhalants, or other controlled substances; or other incidents of conduct detrimental to the welfare of the school community which may require a law enforcement response.

This agreement requires such incidents to be reported to the Belmont Police Department, "... as soon as possible," if the incident: occurred on school property or within a 1,000 foot radius of school property; occurred at a school sponsored function; or, occurred in a school-owned or school contracted bus or other vehicle.

The full memorandum of understanding can be viewed through the superintendent's office.

Bullying/Cyber Bullying

The Belmont Public Schools prohibits bullying and cyberbullying as defined by M.G.L. c.71 & 370 (refer to Policy 5013, Bullying and Hazing). Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. Additional information is available on the BPS Bullying Prevention and Intervention Plan website: www.belmont.k12.ma.us/bpip.

BULLYING is aggressive behavior that is intended to physically or emotionally harm another person. Bullying differs from normal conflict in that:

1. It is deliberate and targeted
2. It involves an imbalance of physical or psychological power
3. It is repetitive
4. It is impactful.

Bullying behavior is deliberate, which means the harm inflicted on one student by another student is done on purpose. There is also a perceived imbalance of power between the students involved. This difference in power may exist because one student feels that he or she

is bigger, older, more popular, smarter, or better than another student in some way. Because of this difference in power, it is difficult for the person being bullied to stand up for him or herself, which may result in a repeat of the aggressive behavior. Bullying impacts the targeted student in a negative way.

Types of Bullying

Physical- hitting, pushing, shoving, damaging someone else's property, etc.

Verbal/Written- teasing, name-calling, threatening harm, etc.

Social- spreading rumors, excluding others on purpose, breaking up friendships, etc.

Cyber- using the internet or cell phones to cause harm

Who is involved in bullying?

The AGGRESSOR is a student who engages in bullying, cyber-bullying, or retaliation.

The TARGET is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

BYSTANDERS are students who watch bullying happen but do not say or do anything to help the target, or stop the aggressor.

I think I am being bullied or someone I know is being bullied. What should I do...?

- o Tell an adult you feel comfortable talking to. Your parent, teacher, guidance counselor, principal, assistant principal, and coach are all examples of adults who can listen to what you're experiencing and help you respond to the situation. This is not something you should handle by yourself.
- o Complete a Bullying Incident Reporting Form. Forms are available online and at school in the main office, the guidance office, and the nurse's office. This is something you can complete on your own or with one of the adults mentioned above. You do not need to include your name on the reporting form, but it is helpful if you do. You should submit the reporting form to the main office or the guidance office once it is completed. It is important to note that the principal or assistant principal will investigate all reported incidents of bullying and retaliation, but no disciplinary action will be taken against an alleged aggressor based solely on an anonymous report.

Bullying vs. Conflict

It is important to understand that not all situations that students report are examples of bullying. The principal or assistant principal may determine that your situation is an example of a more equal type of CONFLICT, like an argument or a disagreement. In an argument or a disagreement BOTH students or groups of students feel they can defend themselves and work together to resolve an issue when they are ready.

Even though conflict is not as severe as bullying, it can be difficult to resolve conflict on your own. If you would like to talk to someone at school about your situation, stop by the guidance office and schedule a

time to speak with your counselor. You can also pick up an incident report form in the main office, the nurse's office, or the guidance office. Incident report forms should be submitted to the main office or the guidance office. We will try to the best of our ability to assist you with your issue.

What happens after I report alleged bullying to my school?

Once a report is received the principal or designee will:

1. Take steps to make sure that the target is safe and protected.
2. Conduct an investigation and interview students, staff, etc.
3. Determine if the situation is bullying, retaliation, or normal conflict.
4. Determine responsive and/or disciplinary actions as necessary.
5. Notify parents and guardians of the target and aggressor.
6. Notify local law enforcement if criminal charges may be pursued.
7. Check in with the target and modify plan as necessary.

I want the bullying to stop, but I am afraid things will only get worse if I report what's happening at school.

RETALIATION is any form of intimidation, payback, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. *Like bullying behavior, acts of retaliation will not be tolerated and are subject to responsive and/or disciplinary action.*

What can I do to help?

- o Treat everyone at Belmont High School with KINDNESS and RESPECT. You may not like what someone says or does all of the time, but you should always treat others the way you would like to be treated.
- o Consider how your words and actions will affect other people before you say or do something. Taking a moment to think about how what you say or do could make someone feel could avoid unnecessary hurt.
- o Support your peers. If you see someone do something unfair or unkind to someone again and again, don't allow it to continue. Reach out in friendship to the targeted student immediately or at another time. Report the incident to an adult; anonymous reports are investigated. If you feel comfortable, let the aggressor know that their actions are not okay and should stop. As a bystander, you can make a big difference.

Questions:

If you have any questions or concerns about bullying or conflict, please talk to your parent or guardian, teacher, guidance counselor, or another adult that you trust. We will do our best to help you. It is everyone's responsibility to stop bullying in our schools.

Free & Reduced Lunch Program

Families on limited income may be eligible for the Free or Reduced Price Lunch Program, as established and maintained by the Federal Government. Eligibility is determined by income and family size. Application forms are available in the main office and provided to each student during the opening days of school. Parents should submit completed forms to the main office as soon as possible. Confidentiality will be kept in all instances.

Massachusetts Comprehensive Assessment System (MCAS)

The Massachusetts Comprehensive Assessment System (MCAS) is a series of tests designed to measure the extent to which students have acquired the skills, concepts, and knowledge as expressed in the Curriculum Frameworks in various subject areas. All students are required to pass the English Language Arts, Mathematics, and Science/Technology/Engineering MCAS tests to be eligible to graduate. Retest opportunities are available for students who do not pass the MCAS test(s) on the first attempt. Additional information about MCAS is available on the Massachusetts Department of Elementary and Secondary Education's website at www.doe.mass.edu/mcas.

MCAS Appeals

The MCAS Performance Appeals process provides another mechanism for students to demonstrate that they possess the knowledge and skills required to meet grade 10 standards. If, after taking a subject area test three times, your child still has not achieved a passing score, he or she may be eligible for an appeal.

Regulations that govern MCAS Performance Appeals (603 CMR 30.05) require students to have been absent not more than nine days in the 180-day school year (95% attendance rate) prior to and during the year of appeal unless a circumstance such as a student's disability or serious illness would justify an exception from this requirement. Students must meet this 95% attendance requirement to be considered for an MCAS or portfolio appeal.

Additional information about MCAS Performance Appeals is available at <http://www.doe.mass.edu/mcasappeals/>.

Notice of Non-Discrimination Policy

The Belmont Public School System hereby makes notice that it shall not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability in admission to, access to and treatment in its programs and activities or in employment. The following person has been designated to handle inquiries regarding our nondiscrimination policy:

Superintendent
Belmont Public Schools
644 Pleasant Street
Belmont, MA 02478
617-993-5410

The Belmont School Department complies fully in the implementation of Chapter 622 of the Acts of 1971 of the General Laws of the Commonwealth, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1964.

The following people have been designated to handle inquiries regarding these laws and may be contacted at 644 Pleasant Street, Belmont, MA 02478.

Coordinator of Title VI and Title IX:

Assistant Superintendent
617-993-5410

Coordinator of Section 504 for Students:

Director of Student Services
617-993-5440

Coordinator of Section 504 for Employment:

Human Resources Manager
617-993-5425

Notice to Prospective Employers

Employers seeking to recruit Belmont High School students for employment are hereby advised that the Belmont Public School system does not allow discrimination on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability in admission to, access to, employment in, or treatment in their organization.

Any promotional material approved for distribution in the Belmont Public Schools must be free of any discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability.

Search and Seizure

In regard to the questions of search and seizures, the Supreme Court of the United States of America has ruled:

1. A warrant is not required before a teacher or school administrator conducts a search of a student suspected of violating a school rule or criminal statute.
1. Probable cause is not required before a student may be searched; rather before conducting a search, the teacher must have "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school."
2. The search must be reasonable in its scope as well as its inception.

Members of the administrative team will be responsible for conducting any such search and seizures.

Regarding lockers and desks:

1. Master keys and copies of combinations for lockers are retained by the school administration.
1. The school administration retains the right periodically to conduct locker and desk searches, when warranted, in compliance with these rules.
2. All students should be aware that the school administration will permit specially trained "search dogs" to patrol the hallways upon occasion, under the supervision of law enforcement officials and completely at the discretion of the administration,

and that the administration shall cooperate completely with all law enforcement officials relative to the results of any searches that may be performed during such dog patrols including, without limitation, delivering any contraband discovered to said officials.

All students should also be aware that school lockers and desks assigned to individual students by the school's teachers or administration remain the property of the school and that the administration reserves the right to open and inspect any locker or desk and its contents at any time. In the event that any illegal substances, weapons, tobacco products, or other contraband are found in the locker or desk assigned to a student, that student shall be presumed to possess that contraband and shall be subject to immediate and appropriate discipline. Students have no right to privacy in the lockers or desks assigned to them nor in the belongings students store in those lockers. ***Therefore, it is important that students not give out their locker combinations.***

Dog Sweeps

Belmont High School has the right to conduct annual dog sweeps within the school building and the school parking lot in order to promote the safety of the school environment for its students.

Sex Education

In accordance with General Laws Chapter 71, Section 32A, the Belmont Public School District 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 sexuality issues.

All parents/guardians of students in our school are notified by means of this handbook of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues.

Parents/guardians of students who enroll in school after the start of the school year will be provided with a handbook at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Within the scope of the existing curriculum, the following courses have components that include issues of human sexual education or human sexuality issues: Anatomy & Physiology, Biology, Environmental Science, Wellness, Positive Decision-Making, and Sociology.

Under Massachusetts Law and School Committee policy, a parent may:

1. Exempt his/her 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 principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be

determined by the principal.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for a student under this policy may send a written request to the superintendent for review of the issue. The superintendent will review the issue and give the parent/guardian a timely written decision.

We look forward to working with parents/guardians to ensure that our students have a positive and educationally enriching experience.

Special Education

Special Needs - Chapter 71B of the General Laws (Chapter 766 of the Acts of 1972)

The Massachusetts Comprehensive Special Education Act, commonly called "Chapter 766" requires local school systems to:

1. Find and evaluate children with special needs and problems
2. Develop individual programs for each child with special needs
3. Provide the required services for children with special needs within the school system, if possible. If not, then the services will be provided by another institution or special program.

Under Chapter 766, parents have certain rights and responsibilities. Among those are the right to request an evaluation of their child if it seems necessary, to share in the evaluation process, to ask for further evaluation including an outside opinion, and to have explained the results of the evaluation and the proposed individual education plan.

Procedural Guidelines Requirements Applied to Students Not Yet Determined to be Eligible for Special Education

1. The district makes all protections available to the student until and unless the student is subsequently determined not to be eligible if, prior to the disciplinary action, a district had knowledge that the student may have been student with a disability.
2. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or
 - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
3. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
4. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district will conduct the evaluation in an expedited manner: assessments will be conducted and the eligibility meeting held as soon as possible, with consideration of time frames of existing pending evaluations.
5. Until the evaluation is completed, the student will remain in the educational placement determined by school authorities, which

can include suspension or expulsion without educational services.

6. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

Discipline Policy for Students with Special Needs

The federal special education law, IDEA-97 and Section 504 of the Rehabilitation Act of 1973 are similar to Chapter 766 and are implemented within the district. More detailed information concerning these programs is available from the Director of Student Services.

Both the federal Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 *et seq.*, and the regulations implementing that law, 34 C.F.R. § 300 *et seq.*, provide eligible students with certain procedural rights and protections in the context of student discipline. In some cases, students eligible for Section 504 services may have similar rights and protections. A brief overview of these rights is provided below.

In general, students who are eligible for special education may be disciplined to the same extent as any other students. The student's Individualized Education Program (IEP) must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability. However, when an eligible student is, or is likely to be, excluded from his/her program for more than ten consecutive school days in the school year, the student's special education Team must determine if the student's behavior was related to his/her disability (a "manifestation determination"). In some cases, the Team must conduct a manifestation determination after the student has been excluded for 10 cumulative days. If the Team determines that the behavior was not a manifestation of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of exclusion.

Except as provided below, if the Team determines that the behavior was a manifestation of the student's disability, the student may not be excluded from the current educational placement until the Team develops and the parent(s) consent(s) to a new IEP. If a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, as defined by federal law, at school or at a school function, a school may place that student in an interim alternative education setting for up to 45 days. In addition, if the school can show that the continued attendance of a student in his/her current placement is substantially likely to result in injury to the student or others, a hearing officer at the Bureau of Special Education Appeals (BSEA) may order the placement of that student in an appropriate interim setting for up to 45 days, or a court may order a placement in an alternative setting.

In all other circumstances, if a parent disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent has a right to request an expedited due process hearing from the BSEA or seek court intervention. During the time that appeal is pending, the student is entitled to remain in his or her last agreed-upon placement (the "stay-put" provision).

Additional information regarding the procedural protections for special education students can be obtained from Director of Student Services at 617-993-5440.

Student Records

The State Board of Education has adopted regulations pertaining to student records. The regulations apply to all public elementary and secondary schools. They are designed to insure parents and students the rights of confidentiality, inspection, amendment, and distribution of student records, and to assist school authorities in their responsibilities for the maintenance of students' records.

The student and parents have the right to see everything in the student's record within two workdays from the time of the request, unless they consent to a delay. The student and parents also have the right to copies of anything in the record. The school may charge a reasonable fee for copies, which shall not be greater than what it actually costs the school to make the copies.

A student who is 14 years old or older, or who is in the ninth grade or higher, or the parent of such a student has the right to see the student's records. A student who is 18 years old or older has the sole right if he/she requests this in writing stating that his/her parents should not have the right to the student's records. For students under 14 or not yet in the ninth grade, the rights to the records belong only to the parents.

Authorized school personnel who have access to the student record information are school administrators, teachers, counselors and other professionals who are employed by the school committee, an educational collaborative, or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the school committee shall have access only to the student record information that is required for them to perform their duties.

The school shall comply with a court order or lawfully issued subpoena. The school shall also comply, provided that the school makes a reasonable effort to notify the parents or eligible student of the order or subpoena in advance of compliance. The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, ss. 51B, 57, 69, and 69A respectively.

Federal, state, and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation, or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed.

Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent provided that the school the student is leaving or has left gives notice that it forwards student records to schools in which the student seeks or intends to enroll.

Belmont will release student records to another school in which the student enrolls, or seeks to enroll or intends to enroll without parental

consent.

Destroying Student Records

The school system must keep a student's transcripts for at least 60 years after the student leaves the school system. Temporary records must be destroyed within five years after the student leaves the system. Before any records are destroyed, the student/parents WILL be given notice and an opportunity to get a copy.

Release of Student Information

Under Department of Education regulations, the school may release for publication certain information concerning you/your child from time to time without first obtaining your consent, unless you indicate now that we should not do so. Belmont will release the following "directory" information without prior consent unless the student or parent requests that this information not be released without prior consent: student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, honors and awards, and post-high school plans. ***If you do not want the Belmont Public Schools to disclose directory information from your child's education records without your prior written consent, you must indicate so by selecting to opt out on the electronic update form issued to all parents annually. The entire FERPA notice can be found on the Belmont Public Schools website: www.belmont.k12.ma.us***

Discrimination and Harassment Policy

Introduction

It is the policy of the Belmont Public Schools to maintain a school environment free of discrimination and harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Discrimination and harassment, including sexual harassment, by administrators, certified and support personnel, students, vendors and other individuals at school or school-sponsored events based on these legally protected characteristics are unlawful and will not be tolerated. The Belmont Public Schools require all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

Discrimination or harassment includes unwelcome remarks, gestures or physical conduct directed towards an individual or a group based on race, color, religion, national origin, age, gender, sexual orientation, or disability. The display or circulation of written materials or pictures derogatory to individuals or groups because of, or due to, any of the characteristics described above is prohibited.

While the Belmont Public Schools prohibits all types of discrimination and harassment, sexual harassment requires particular attention. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.

- The individual's response to such conduct is used as a basis for employment decisions affecting an employee or for educational, disciplinary or other decisions affecting a student.
- Such conduct interferes with an individual's job duties, education or participation in extracurricular activities.
- The conduct creates an intimidating, hostile or offensive work or school environment.
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Reporting Procedures

If you believe that you have been the subject of discrimination or harassment including sexual harassment, you should contact one of the complaint managers listed below. You may resolve the issue informally through mediation and/or consultation at the building level, if appropriate, or through filing a formal complaint. Complainants may end the informal mediation process at any time and may file a formal complaint.

If you witness or learn about discriminatory practices or harassment of another individual, you should contact one of the complaint managers listed below. Employees are required to report this information with a student is the alleged victim.

Filing a Formal Complaint

When filing a formal complaint you will be asked to put the complaint in writing, or the complaint manager may opt to reduce the complaint to writing in order to proceed with the investigation. It shall include the following: the name of the complaining party; the name of the alleged offender; the date of the alleged offense; the location of the alleged offense; a description in as much detail as possible of the incident(s), including any statements made by either party, and a list of all known witnesses.

All incidents of alleged discrimination or harassment that are brought to the attention of any school personnel should be reported to the Assistant Superintendent for Curriculum and Instruction in order to maintain a central register of such complaints and the disposition thereof.

Belmont High School Complaint Managers

Mr. Isaac Taylor, Principal
Ms. Lisa Hurtubise, Assistant Principal
Belmont High School
617-993-5901

If an employee or student does not wish to discuss the issue the one of the Complaint Managers, or if that administrator does not resolve the issue, he/she should contact one of the following:

Superintendent	Human Resources Manager
Belmont Public Schools	Belmont Public Schools
644 Pleasant Street	644 Pleasant Street
617-993-5410	617-993-5425

Investigation

Complaints filed pursuant to this policy shall be promptly and thoroughly investigated. The investigation may include discussion with all involved parties, identification and questioning of witnesses, and other appropriate action. The investigation will be conducted so as to maintain confidentiality to the extent practicable under the circumstances. In determining whether the alleged conduct constitutes discrimination or harassment, consideration shall be given to the totality of the circumstances including the context in which the alleged incident occurred.

It is unlawful to retaliate against any person who reports or files a complaint of discrimination or harassment, or who cooperates in an investigation or such a complaint. The Belmont Public School system will take disciplinary action against any employee or student who engages in retaliation.

Written Report

Upon completion of the investigation, the Complaint Manager shall prepare a report including the following:

- date(s) of the alleged incident(s);
- names of the complainant and alleged offender(s);
- summary of the factual allegations of the alleged discrimination or harassment;
- names of all potential witnesses;
- summary of the steps taken to complete the investigation;
- summary of the witness statements;
- listing of any physical evidence available;
- factual summary of all the evidence that either supports or refutes the allegations or discrimination or harassment.

If the Superintendent or his/her designee determines that discrimination or harassment has occurred, the school district will take action to eliminate the activity and, where appropriate, will impose disciplinary action. All students who violate this policy are subject to disciplinary action up to and including expulsion. All employees who violate this policy are subject to disciplinary action up to and including dismissal. If the Superintendent or his/her designee determines that the complainant knowingly filed false accusations, then he/she may be subject to disciplinary action.

Any individual who is dissatisfied with the results or progress of an investigation may discuss his/her dissatisfaction directly with the Superintendent of Schools. The Superintendent may be reached at:

644 Pleasant Street
Belmont, MA 02478
617-993-5401

The Belmont Public School system urges all of its students and employees to bring any concerns or complaints of discrimination or harassment to its attention so that it can resolve the issue. The state agency responsible for enforcing the laws prohibiting discrimination or harassment is the:

Mass. Commission Against Discrimination
One Ashburton Place
Boston, MA 02108-1518

The agency responsible for enforcing federal laws prohibiting
discrimination and harassment is the:

Equal Employment Opportunity Commission
One Congress Street
Boston, MA 02114-2010