

# **OAKMONT REGIONAL HIGH SCHOOL 2021-2022 Student Handbook**



Please visit our website at: <http://oak.awrsd.org/>

Dear Students and Parents/guardians of Oakmont Regional High School:

Welcome to the 2021-2022 school year!

As we begin the new school year, we are excited to get back to “normal” but we also recognize that there is a new normal. While we all hope the worst of the pandemic is behind us, we know the world is a little different and we want to ensure we address this as a school community and that we are also prepared for the challenges that we will likely face. We strive to create a safe learning environment for ALL students and as such, it is very important for all members of our school community to understand and comply with the expectations that are in place. This handbook contains the rules, procedures, and expectations that govern operations at Oakmont Regional High School. It is very difficult to create a document that encompasses every possible scenario that may arise during the course of our school year but our hope is that the policies, procedures, and expectations outlined in this document will serve as a guide to supplement the judgment of the administration, faculty, and staff with the operation of our school. The handbook is reviewed and updated yearly and input is sought from students, staff, and parents. It is important to note that our school’s core values are at the heart of these expectations. We expect all members of our school community to care for the safety and well-being of others in our community and to report any chemical or physical health violations that may be causing harm. Students should feel comfortable making reports to a responsible adult staff member in the building but they may also report incidents anonymously utilizing the school’s website under Student resources/reporting an incident. In order to ensure safety to all, we ask that if you see something, say something and look out for each other.

Our ultimate goal for Oakmont students is that they are in a safe, respectful environment where everyone has the opportunity to learn. In order for this to occur, the students of Oakmont must manage personal responsibility and display maturity and respect at all times. We encourage all our students to engage in critical thinking, conduct appropriate communication, take responsibility for their actions, be thoughtful in their decision-making, and grow into productive and kind individuals.

Our handbook provides the guidelines to handle situations that fall outside of our expectations. It is important that you understand and acknowledge these expectations. Please electronically sign the acknowledgement on our website.

Let’s make this an amazing year!

Kindest Regards,

Jeff Lizotte  
Principal  
[jlizotte@awrsd.org](mailto:jlizotte@awrsd.org)  
(978) 827-5907 x2157

Brian Cote  
Assistant Principal  
[bcote@awrsd.org](mailto:bcote@awrsd.org)  
(978) 827-5907 x2153

Kathryn Miville  
Assistant Principal  
[kmiville@awrsd.org](mailto:kmiville@awrsd.org)  
(978) 827-5907 x2155

## TABLE OF CONTENTS

### **I. SCHOOL OVERVIEW AND OPERATIONS**

District Calendar	6
AWRSD Vision Statement	7
Oakmont Mission Statement, Core Values and Learner Expectations	7
Cancelations and Delays	9
Daily Bell Schedule	10
The Online Portal	10
Communicating with Administrators and Staff Members	11
Lockers	11

### **II. ACADEMIC INFORMATION AND POLICIES**

Graduation Requirements	12
MCAS Requirements	13
Graduation Ceremony	14
Grade Level Promotion Requirements	14
Report Cards and Progress Reports	14
Incomplete Course Work	15
Summer School	15
GPA (Grade Point Average)	16
Communication Between Students, Parents and Teachers	16
Course Offerings and Academic Opportunities	16
Course Changes	16
Dual Enrollment	17
Homework	18

### **III. ATTENDANCE LAWS POLICIES AND PROCEDURES**

Massachusetts Law	19
Oakmont Attendance Policy	19
Excused Absences, Tardies and Dismissals	19
Unexcused Absences, Tardies and Dismissals	20
Notification of Student Absence	20
Notification of Student Dismissal	20
Consequences of Unexcused Absences, Tardies and Dismissals	20
Appeal Procedure	21
Making up Missed Work	21
Truancy	21
Withdrawal from School	22

### **IV. BEHAVIORAL EXPECTATIONS, CONSEQUENCES AND PRIVILEGES**

Academic Honesty	22
------------------	----

Attendance Before and After School Hours	23
Break Time Between Blocks	24
Bulletin Boards and Posters	24
Care of Books, Supplies & Equipment	24
Caring for the Safety of Others	24
Chemical Health Policy	25
Civil Rights-Discrimination	25
Daily Announcements	26
Dress Code and Appearance	26
Electronic Devices	28
Harassment, Bullying and Retaliation	28
Leaving and Returning to School Grounds	39
Lost and Found	39
PDA (Public Displays of Affection)	40
Safety and Security: Weapons, Vandalism, Violent Offenses	40
Sexting	41
Social Media	41
Student Dissent	42
Student Parking	42
Student/Class Surveys	43
<b>Behavioral Consequences</b>	43
Detentions	43
Loss of Privileges	44
Suspension	44
Expulsion	46
<b>Disciplinary Guidelines</b>	48
Levels of Offenses Chart	48
Discipline of Students with Disabilities	49
 <b><u>V. SUPPORT SERVICES</u></b>	
Bus Transportation	52
<b>Cafeteria/Food Services</b>	52
Cafeteria Rules	53
Free or Reduced Price Meals	53
<b>School Counseling Department</b>	53
<b>Health Services</b>	54
Physical Examination	55
Physical Examinations for Competitive Sports	55
Medical Excuse from Participating in Fitness Classes	55
Immunization Requirements	55
Postural Screening	55
Vision and Hearing Testing	56
Heights and Weights	56
Reporting Illness or Injury	56

Medication Administration Policy	56
<b>Library Services: David A. Nims Library</b>	56
Computer Usage	57

## **VI. STUDENT ACTIVITIES**

<b>Athletics</b>	57
MIAA Mandatory Athlete Chemical Health Policy	57
Penalties for Violating the MIAA Chemical Health Policy	58
Oakmont Athletic Offerings by Season	59
Ineligibility for Co-Curricular Activities	59
Attendance Requirements for Participation in Co-Curricular Activities	60
Behavior Expectations During Co-Curricular Activities	60
Course & Co-curricular Fees	60
<b>Co-Curricular Activities</b>	60
Field Trips	61
National Honor Society	61
School Dances	61
Senior Year Activities	62
<b>Student Government</b>	64
Election of Student Class Officers	64
Student Officer Election Procedures	63
Student Council	65
Massachusetts Department of Education Student Advisory Council	65
Student Advisory Committee to the School Committee	65
Oakmont School Council	66
Oakmont School Council Goals	66

## **VII. SCHOOL SAFETY INFORMATION**

Administrative Search Policy	66
Age of Majority	67
<b>Building Evacuation and Fire Drill</b>	67
Building Security Alert	67
ALICE Procedures	68
Parent Visits	68
Pass System	68
Visitors/Shadowing	68

## **VIII. APPENDIXES**

<b>Appendix A</b> Recent AWRSD School Committee Policies	69
<b>Appendix B</b> Required Applicable State and Federal Statutes	72
<b>Appendix C</b> Non-custodial Parents: Access to School Records	81
<b>Appendix D</b> Technology Acceptable Use Policy	82

# School Overview and Operations

The school year calendar below lists the beginning and end dates of the school year, no school days, holidays, and conferences. It typically is not updated during the school year. Please note: The calendar may not list the correct last day of school due to snow days.



## Ashburnham Westminister Regional School District - 2021-2022 Calendar

<b>AUGUST (1)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<b>23-24: No School - All</b> New Teacher Orientation <b>25: No School - All</b> First Day for Staff <b>26: No School - All</b> Professional Development <b>31: First Day of School</b> Grades 1-12	<b>21-25: No School - All</b> February Break <b>FEBRUARY (15)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28												
S	M	T	W	Th	F	S																																																																																							
1	2	3	4	5	6	7																																																																																							
8	9	10	11	12	13	14																																																																																							
15	16	17	18	19	20	21																																																																																							
22	23	24	25	26	27	28																																																																																							
29	30	31																																																																																											
S	M	T	W	Th	F	S																																																																																							
		1	2	3	4	5																																																																																							
6	7	8	9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28																																																																																												
<b>SEPTEMBER (20)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<b>3/6: No School - All</b> Labor Day Weekend <b>7: First Day of School</b> Kindergarten	<b>9: ½ Day School - All</b> Professional Development <b>MARCH (23)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
S	M	T	W	Th	F	S																																																																																							
			1	2	3	4																																																																																							
5	6	7	8	9	10	11																																																																																							
12	13	14	15	16	17	18																																																																																							
19	20	21	22	23	24	25																																																																																							
26	27	28	29	30																																																																																									
S	M	T	W	Th	F	S																																																																																							
		1	2	3	4	5																																																																																							
6	7	8	9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28	29	30	31																																																																																									
<b>OCTOBER (20)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<b>11: No School - All</b> Columbus Day <b>21: ½ Day School - All</b> Professional Development	<b>18-22: No School - All</b> April Break <b>APRIL (16)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
S	M	T	W	Th	F	S																																																																																							
					1	2																																																																																							
3	4	5	6	7	8	9																																																																																							
10	11	12	13	14	15	16																																																																																							
17	18	19	20	21	22	23																																																																																							
24	25	26	27	28	29	30																																																																																							
31																																																																																													
S	M	T	W	Th	F	S																																																																																							
					1	2																																																																																							
3	4	5	6	7	8	9																																																																																							
10	11	12	13	14	15	16																																																																																							
17	18	19	20	21	22	23																																																																																							
24	25	26	27	28	29	30																																																																																							
<b>NOVEMBER (18)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<b>2: No School - All</b> Staff Development <b>11: No School - All</b> Veteran's Day <b>24: ½ Day School - All</b> Thanksgiving <b>25/26: No School - All</b> Thanksgiving	<b>30: No School - All</b> Memorial Day <b>MAY (21)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
S	M	T	W	Th	F	S																																																																																							
	1	2	3	4	5	6																																																																																							
7	8	9	10	11	12	13																																																																																							
14	15	16	17	18	19	20																																																																																							
21	22	23	24	25	26	27																																																																																							
28	29	30																																																																																											
S	M	T	W	Th	F	S																																																																																							
1	2	3	4	5	6	7																																																																																							
8	9	10	11	12	13	14																																																																																							
15	16	17	18	19	20	21																																																																																							
22	23	24	25	26	27	28																																																																																							
29	30	31																																																																																											
<b>DECEMBER (17)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<b>7: ½ Day School - All</b> Professional Development <b>24-31: No School - All</b> December Break	<b>3: ½ Day School - All</b> Building Needs <b>5: Graduation</b> High School <b>13: 180<sup>th</sup> Day</b> <b>JUNE (9)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
S	M	T	W	Th	F	S																																																																																							
			1	2	3	4																																																																																							
5	6	7	8	9	10	11																																																																																							
12	13	14	15	16	17	18																																																																																							
19	20	21	22	23	24	25																																																																																							
26	27	28	29	30	31																																																																																								
S	M	T	W	Th	F	S																																																																																							
			1	2	3	4																																																																																							
5	6	7	8	9	10	11																																																																																							
12	13	14	15	16	17	18																																																																																							
19	20	21	22	23	24	25																																																																																							
26	27	28	29	30																																																																																									
<b>JANUARY (20)</b> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<b>17: No School</b> MLK Jr. Day <b>24: ½ Day School - All</b> Staff Development	<b>Superintendent's Office:</b> 978-827-1434 <b>Special Education:</b> 978-827-3062 <b>Oakmont Regional High School:</b> 978-827-5907 <b>Overlook Middle School:</b> 978-827-1425 <b>J.R. Briggs Elementary School:</b> 978-827-5750 <b>Westminster Elementary School:</b> 978-874-2043 <b>Meetinghouse School:</b> 978-874-0163 Version 1 Approved: 4/13/2021																																										
S	M	T	W	Th	F	S																																																																																							
						1																																																																																							
2	3	4	5	6	7	8																																																																																							
9	10	11	12	13	14	15																																																																																							
16	17	18	19	20	21	22																																																																																							
23	24	25	26	27	28	29																																																																																							
30	31																																																																																												

## **ASHBURNHAM - WESTMINSTER REGIONAL SCHOOL DISTRICT VISION STATEMENT**

At the Ashburnham-Westminster Regional School District, we focus on doing what is best for students to meet their academic and social-emotional needs to thrive in a global society through:

- academically challenging curriculum;
- community and civic engagement;
- continuous, responsible use of all resources and evolving technology;
- high quality, ongoing, focused professional development for staff;
- real world applications;
- reflection for continuous improvement;
- research based and data driven instructional practices;
- resilient, solution-based mindsets; and
- student input and ownership.

## **OAKMONT REGIONAL HIGH SCHOOL MISSION STATEMENT**

The mission of Oakmont Regional High School is to provide an inclusive, nurturing environment where students pursue academic excellence, practice respect, think innovatively, and prepare for life-long participation in an ever-changing global society.

## **OAKMONT REGIONAL HIGH SCHOOL CORE VALUES**

A school's core values define those qualities that are desired to be modeled by the educational practices within a school. Beyond academic proficiencies, these values are what we hope students take with them into their futures.

In our pursuit of academic, technological, and personal excellence, the Oakmont learning community will act responsibly, be self-directed, communicate clearly and appropriately, address and solve problems, and practice respect.

### **Responsibility**

We are responsible when we

- account for our actions, attitudes, words and their consequences;
- consider others' needs;
- reflect on our actions and respond accordingly;
- accept constructive criticism;
- use technology ethically;
- contribute fully while collaborating with peers.

## Self-Direction

---

We are self-directed when we

- prioritize academic tasks and manage time effectively;
- make decisions in pursuit of a healthy lifestyle including nutrition, fitness, and preventative care;
- make informed, thoughtful decisions regarding our emotional, physical and mental health;
- conduct ourselves appropriately in a variety of social situations;
- work diligently, independently or within collaborative groups.

## Communication

---

We communicate clearly, appropriately, independently or collaboratively when we

- read actively and critically for information and understanding;
- write clearly and accurately for a variety of purposes;
- speak clearly and appropriately for the audience;
- listen attentively and openly to others;
- use multiple modes of creative expression;
- demonstrate cultural and digital age literacy.

## Problem Solving

---

We address and solve problems independently or collaboratively when we

- adapt to ever-changing learning environments;
- look for analytic and/or creative ways to identify, describe, and solve real-world problems;
- research, interpret, evaluate, analyze, and synthesize info from verbal, printed, and digital sources;
- demonstrate curiosity and intellectual risk-taking.

## Respect

---

We practice respect when we

- accept others with kindness and openness;
- expand our awareness of and appreciation for the global community;
- treat others ethically with honesty and integrity;
- accept diversity and recognize the different ways we learn, think, look, and live.



## OAKMONT REGIONAL HIGH SCHOOL LEARNER EXPECTATIONS

Along with the acquisition and application of knowledge in specific subject areas, Oakmont Regional High School is also committed to teaching those skills and competencies that educational research and public policy has identified as necessary for students to learn, and which will serve as the foundational processes for future learning in career or post-secondary education. These learning expectations address academic, social, and civic competencies.

### Academic

- **Critical Thinking:** Reading, listening, and research skills to gather, interpret, synthesize and evaluate information while using a variety of methods and technologies.
- **Communication:** Demonstrate learning through creative, multiple modes of expression which include but are not limited to various technologies.

### Social

- **Responsibility:** Demonstrate responsibility by being flexible and adaptable while working independently and collaboratively to accomplish tasks.
- **Decision-Making:** Plan for and make healthy lifestyle decisions.

### Civic

- **Citizenship:** Understand the rights and responsibilities of a citizen in a diverse democratic society and be thoughtful, accepting, reflective, and active citizens in the school and larger community.

## School Cancellations and Delays

On days when it becomes necessary to cancel school because of extreme weather conditions or an unforeseen emergency, a OneCall phone call will be made to all student households. Announcements will also be carried on the regular broadcast at radio stations WEIM (1280 AM) Fitchburg, WGAW (1340 AM) Gardner, WTAG (580 AM) Worcester, WXLO (104.5 FM) Worcester, WSRS (96 FM) Worcester, WBZ (1030 AM) Boston; as well as WCVB-TV, WRKO-TV, WBZ-TV, AND FOX 25 TV Boston.

## Daily Schedule

Oakmont Regional High School uses a 4x4 block schedule. Students will have 4 classes per day, each of which meets for 80 minutes. The typical daily schedule is shown on next page.

## Oakmont Regional High School Daily Bell Schedule

	First Lunch Classes	Second Lunch Classes	Third Lunch Classes
A-Block	7:30 - 8:53		
Passing Time	8:53 - 8:58		
Advisor/Advisee OTV announcements	8:58 - 9:08		
Passing time	9:08 - 9:11		
B-Block	9:11 - 10:34		
C-Block, Lunch and 9 minute break	Lunch 10:37-10:57 Passing 10:57-11:00 C-Block 11:00-12:23 Break 12:23-12:32	Break 10:34-10:43 C-Block 10:43-11:24 Lunch 11:24 -11:47 Passing 11:47-11:49 C-Block 11:49 - 12:29	Break 10:34-10:43 C-Block 10:43-12:06 Lunch 12:09-12:29 Passing 12:29-12:32
D-Block	12:32 - 1:55		
<i>Extra help, Detention</i>	2:05 - 2:55		

## The Student-Parent Online Portal

Access to the Student Information System, commonly referred to as the online portal, is provided only as an educational support for parents and students. The portal contains biographical information, attendance data and grades. The information provided via the portal is not an official record. For official records, parents should contact the child's school.

### How to Access the Online Portal

To access the portal, click on the PlusPortal link on the ORHS website (under Family Resources and/or Student Resources) or by going to [www.plusportals.com/oak](http://www.plusportals.com/oak). Email [support@awrsd.org](mailto:support@awrsd.org) if you are having difficulty or if you have not received an account activation email. Be sure to include your full name, your child's name, and the grade the student is in. Parents who do not have access to a home computer should contact the main office prior to September 12<sup>th</sup> to make arrangements to view report cards and progress reports. Usernames and passwords are to be kept confidential. The district accepts no responsibility in the event that a username or password is shared, given, stolen or, in any other way, becomes the possession of another party.

### Terms of Use

Parent access to the online portal will be monitored. Logs list the date and time of login and the duration of login. In accessing the portal you are agreeing to the following terms:

I understand that the school district is providing this access as a privilege, and if abused this access may be suspended or revoked.

I understand that the school district is not liable for any damages to personal equipment incurred when connected to the parent portal.

In consideration of using the Ashburnham Westminster Regional School District network and having access to my student's grades and attendance, I hereby release the Ashburnham Westminster Regional School District from any claims and damages from my use of the system.

### Communicating with Administrators and Staff Members

There are several ways in which to contact the teachers and administrators at the school. Some of the more commonly used methods are listed below, however, a complete staff directory can be found on the Oakmont website or by clicking [here](#).

Oakmont Main Office	Phone Number: (978) 827-5907	Fax Number: (978) 827-1413
Oakmont Nurse's office	Phone Number: (978) 827-5907 ext. 2158	Fax Number: (978) 827-5624
Oakmont School Counseling Office	Phone Number: (978) 827-5907 ext. 2161	Fax Number: (978) 827-1415

Position and Name	Phone Number	Email
Superintendent, Todd Stewart	(978) 827-1434	tstewart@awrsd.org
Business Manager, Julie Surprenant	(978) 827-1434	jsurprenant@awrsd.org
Principal, Jeffrey Lizotte	(978) 827-5907	jlizotte@awrsd.org
Assistant Principal, Kathryn Miville	(978) 827-5907ext.2155	kmiville@awrsd.org
Assistant Principal, Brian Cote	(978) 827-5907ext. 2153	bcote@awrsd.org
Athletic Director, Eric Dawley	(978) 827-5907 ext. 2166	edawley@awrsd.org
Music Director, Kris DeMoura	(978) 827-5907 ext. 2168	kdemoura@awrsd.org
School Nurse, Susan Lofquist	(978) 827-5907 ext. 2158	slofquist@awrsd.org
Director of Pupil Services, Justine Muir	(978) 827-3062	jmuir@awrsd.org
Custodial Services Director, Mike Parenteau	(978) 827-5907 ext. 2169	mparenteau@awrsd.org
Cafeteria Services Director, Dennis Mueller	(978) 827-5907 ext. 2167	dmueller@awrsd.org

### Lockers

Students will be assigned a locker upon request and may request the location of that locker. Students are strongly encouraged to use their lockers periodically throughout the school day. Carrying heavy backpacks is discouraged because of potential back injuries and obstruction in classrooms and the cafeteria. Students should not bring valuables or large sums of money to school. The school cannot be held responsible for materials missing from lockers. Students should keep locker combinations private and make sure that locks are properly secured. Students are responsible for the contents of their assigned lockers; no one else should have access to your locker. Students will not store materials in any locker but their own.

Students are also issued locks and lockers for fitness classes and the same guidelines apply. These lockers are only to be used for fitness items and clothing. Students must secure valuables and clothing in their fitness lockers during class. Students found in locker room areas not in association with fitness classes will be subject to disciplinary action.

## Academic Information and Policies

The following should provide students and parents with the information needed to build a solid academic plan for the high school years, with the dual goals of meeting graduation requirements and designing a program that challenges each student to meet his or her full potential. Good planning requires ongoing communication among students, parents, teachers and school counselors.

The Ashburnham Westminster Regional School District prohibits discrimination on the basis of race, color, sex, religion, national origin, ethnicity, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy related conditions, homelessness, age, disability, military/veteran status, and any other class or characteristic protected by law and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study. The Ashburnham Westminster Regional School District complies with all applicable state and federal laws and regulations, including but not limited to: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Americans with Disabilities Act (ADA); Section 504 of the Rehabilitation Act of 1973; and Massachusetts General Laws, c. 151B, c. 151C, c. 76, § 5, and c. 71B.

## Graduation Requirements

Students must earn 26 course credits and meet the MCAS requirements for their year of graduation to receive an Oakmont diploma. The table below shows the minimal credits needed to meet Oakmont requirements, but all students have the ability to earn 32 credits. The needs, abilities and future plans of high school students vary widely. As a result, programs for students should be developed individually with each student receiving a balanced program, which entails some study in each of the fundamental areas of language arts, social studies, science, and mathematics. Students intending to pursue post-high school educational opportunities should consider taking the additional recommended courses listed in the table as a minimum for admission to most colleges, universities and technical schools.

Oakmont Graduation Requirements	Additional Recommended Courses for College, University or Technical School
<b>ENGLISH: 4 Credits</b> <input type="checkbox"/> English 9 College Prep or Honors, or F.I.R.S.T. <input type="checkbox"/> English 10 College Prep or Honors <input type="checkbox"/> English 11 College Prep or Honors, or Advanced Placement English Language <input type="checkbox"/> English 12 College Prep or Honors, or Advanced Placement English Literature	
<b>MATHEMATICS: 3 Credits</b> <input type="checkbox"/> Any course sequence is acceptable	<b>MATHEMATICS</b> <input type="checkbox"/> Algebra 1 <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra 2 <input type="checkbox"/> Any additional math course in senior year
<b>SCIENCE: 3 Credits</b> <input type="checkbox"/> Biology (required) <input type="checkbox"/> Two additional science electives	
<b>SOCIAL STUDIES: 3 Credits</b> <input type="checkbox"/> Choose one of the following: <input type="checkbox"/> Foundations: Ancient to 1763 <b>or</b> <input type="checkbox"/> Global Voyager (pilot class in 2021-2022) <input type="checkbox"/> US and the World: Early Modern 1763-1900 <b>or</b> <input type="checkbox"/> US and the World: Globalism and Terror 1989-Present <input type="checkbox"/> US and the World: Twentieth Century 1900-1989 (required) <input type="checkbox"/> One additional Social Studies elective	
<input type="checkbox"/> BUSINESS APPLICATIONS AND CAREER EXPLORATIONS: 0.5 Credits <b>or</b> <input type="checkbox"/> Passing score on the Technology Competency Exam	
<b>HEALTH AND FITNESS: 2 Credits</b>	
<b>ELECTIVES: 10.5 Credits</b> <input type="checkbox"/> Selected from any content area	<b>WORLD LANGUAGES: 2 Credits</b> <input type="checkbox"/> 2 credits in the same language

## MCAS Requirements

The Massachusetts Department of Education requires that students achieve competency determination on the Massachusetts Comprehensive Assessment System, or MCAS, in order to be eligible to receive a high school diploma.

Students must achieve a passing score on the MCAS Mathematics, English Language Arts, and Science and Technology Tests to be eligible for a Massachusetts high school diploma. However, students who score in the Needs Improvement or Failing achievement levels in Mathematics or English Language Arts must participate in an Educational Proficiency Plan, which requires that the student continue to take courses in the deficient subject area until the student reaches a Proficient MCAS score or its equivalent.

The preliminary MCAS Testing Schedule for the 2021-2022 school year was released in August. As of that time, the following was proposed:

Biology MCAS:	February 2, 2022 and February 3, 2022
English MCAS:	March 22, 2022 and March 23, 2022

Mathematics MCAS: May 17, 2022 and May 18, 2022

For further information about MCAS, please visit the Massachusetts Department of Education website at:  
<http://www.doe.mass.edu/mcas/>

### Graduation Ceremony

The Oakmont Regional High School graduation ceremony takes place on the first Sunday in June. It is held on the Arthur I. Hurd Memorial Field, weather permitting. The ceremony will be moved inside to the gymnasium or rescheduled to an alternate day or time if the weather is uncooperative. Complete details will be provided to Seniors and their family members prior to the end of May.

The class president will address parents and classmates at the commencement ceremony. Other speakers will be determined by the administration and faculty.

Students will be seated and receive their diplomas in alphabetical order by last name.

### Grade Level Promotion Requirements

Students must earn the following minimum credits by the beginning of the academic year to be considered a member of each academic class:

Freshman Class (9 <sup>th</sup> Grade)	Successful Completion of 8 <sup>th</sup> Grade
Sophomore Class (10 <sup>th</sup> Grade)	6 Credits
Junior Class (11 <sup>th</sup> Grade)	12 Credits
Senior Class (12 <sup>th</sup> Grade)	18 Credits

### Report Cards and Progress Reports

Students and parents can monitor student progress at any time via the online portal. Even though students and parents are able to check grades 24 hours a day / 7 days a week, teachers will be expected to update their gradebooks periodically.

Students will be issued numerical grades on report cards. Grades between 60 and 100 are considered passing and will allow a student to earn credit for the course. Any grade between 0 and 59 is considered failing and will not earn the student credit for the course.

#### DEFINITION OF OTHER GRADES

GRADE	DEFINITION
I	Incomplete
P	Pass
X	No Grade
W	Withdrawn

Report cards and progress reports will be available on the portal at various times during the semester. The table below provides an approximate timeline of when grades will be reported:

**Semester 1: September-January**

- Day 22: Progress Reports posted online
- Day 45: Semester 1 Term 1 Report Cards posted online
- Day 67: Progress reports posted online
- Day 90: Semester 1 Term 2 and Final Course Grades posted online

**Semester 2: February-June**

- Day 112: Progress Reports posted online
- Day 135: Semester 2 Term 1 Report Cards posted online
- Day 157: Progress reports posted online
- Day 180: Semester 2 Term 2 and Final Course Grades posted online

Please refer to each course syllabus for specific details on how grades are determined in each class.

### **Incomplete Course Work**

In case of incomplete coursework the following will apply:

1. An "I" will be recorded on a report card when a student has not completed any part of the required term course work.
2. The student will be given two weeks (10 school days) after report cards are issued to make up the missing work at the end of first semester only. If the work is not made up within the two-week time frame, all missing work will earn a zero and the course grade will be changed accordingly.
3. In extraordinary circumstances, the teacher, school counselor and student will design a makeup contract if work cannot be completed within the ten day timeframe outlined above. All work must be made up and completed by this schedule, or missing work will earn a zero.
4. Under special circumstances, a student may make arrangements with their teachers along with guidance and administrative approval to complete work during the summer vacation or to attend summer school.
5. All senior work is to be completed and submitted to senior teachers by the end of the last day of senior final exams. No Incompletes will be issued to Seniors except for special circumstances approved in writing by the Principal.
6. All incomplete grades must be resolved by the last day of the school year. No incomplete grades will be issued except for special circumstances approved in writing by the Principal.

### **Summer School**

Students who have failed a course and want to retake it in summer school must have a semester average of 50-59% in order to be eligible to take the course in summer school. Only summer schools that have classes that meet for a minimum of forty (40) hours may be approved by the Oakmont Guidance Department to replace a failure. Summer school enrollment must be approved by the Guidance Department before a student begins classes. In order for a student to receive credit for a summer school course, he or she must earn a final grade of C- (70% or higher). While a summer school grade of C- or better may restore the academic credit for a failed course, summer school grades are not factored into grade point average (GPA). All summer school costs will be incurred by parent/guardian.



## **GPA (Grade Point Average)**

Course grades are un-weighted and are based on a 4.3 scale. A copy of the GPA system is available in the school counseling office upon request.

## **Communication Between Parents and Teachers**

Good communication between parents and the school will improve a child's chances for success at school. Parents are encouraged to contact teachers whenever they have a question or concern about their child's experience or progress. Oakmont Regional High School believes that parent concerns, issues, and complaints are best handled and resolved as close to their origin as possible and that professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement of the administration.

Therefore the proper channeling of concerns or complaints regarding instruction, discipline, or learning materials should be as follows:

1. Speak to your child first. Have your child speak to their teacher for clarification.
2. Parent/Guardian may send one email or call the teacher and expect a response in a timely manner.

Parents should seek to have their concerns or questions addressed by the classroom teacher. In most cases this communication with the teacher is enough to resolve any question or concern. If for some reason the concern is not addressed to the parent's satisfaction, they should then contact the department team leader of the particular discipline in which the concern arose. If the concern is still not addressed to the parent's satisfaction the principal should be contacted regarding the concern. If the principal does not address the concern to the parent's satisfaction they may then address the concern with the superintendent of schools.

## **Course Offerings and Academic Opportunities**

### **Course Selection**

Students in grades 9 through 11 will be contacted by the Guidance Department during second semester for the purpose of selecting courses for the following year. At that time each student will be given instructions on how to access the "Program of Studies" guide and complete the online course selection sheet. Students should complete this online process with their parent/guardian. When preliminary schedules are available, counselors will review them with their students. If a course change is academically necessary, it can be made at that time. Parental concerns should be directed to the school counseling office before the master schedule is finalized in mid-May.

### **Course Changes**

We strongly recommend that parents and students carefully choose courses because changes during the school year limit options and jeopardize academic success. Fall and winter course changes will be limited to computer errors, incorrect academic placement, or course failures and must be done within the first five days of the semester. Course availability is limited. Therefore the following students will receive priority for course changes:

1. Students who are scheduled for fewer than 8 courses.



2. Students who have failed a course and did not attend summer school.
3. Students who are scheduled for courses out of sequence.
4. Students who are scheduled for a course they have already completed.

Student requests to change a course for any other reason will require parental approval. Courses dropped after ten (10) school days in a semester will be recorded as withdraw on the student's permanent record at the discretion of the Principal.

## Dual Enrollment

Dual Enrollment programs are educational programs which afford high school Juniors and Seniors who meet Oakmont Regional High School qualifications the opportunity to enroll in college-level courses. Juniors are only eligible for part-time study at a college, and must carry a total of 4 courses each semester. Seniors, however, may participate either part-time or full-time in the program.

The student and their parents/guardians must agree to the following conditions for participation in Dual Enrollment with participating colleges and universities:

1. The student meets the following prerequisites before enrolling:
  - a. A student in 11th grade must:
    - i. Have earned a cumulative GPA of 3.2 at the end of 3 semesters for fall enrollment and 4 semesters for spring enrollment. To continue in the program, a 3.0 GPA must be maintained in the college courses.
    - ii. Passed the ELA, Math and Science/Technology MCAS exams prior to enrollment.
    - iii. Be enrolled in the Oakmont grade 11 curriculum in 20th Century US/WorldHistory, English, & two other full-credit electives at Oakmont.
  - b. A student in 12th grade must:
    - i. Have earned a cumulative GPA of 3.0. The 3.0 GPA must be maintained to remain eligible for the program.
    - ii. Passed the ELA, Math and Science/Technology MCAS exams prior to enrollment.
    - iii. Be enrolled in English 12 at Oakmont unless enrolled as a full-time Dual Enrollment student, in which case an English course must be taken at the college.
    - iv. Enroll in courses equivalent in number to those carried by all Oakmont seniors (4 each semester), a minimum of eight courses (4 each semester) or 24 college credits over a one year period.
    - v. Have completed all courses necessary to fulfill all graduation requirements at Oakmont or enroll in courses at the college to fulfill the requirements.
2. The college or university has accepted the Oakmont student into its Dual Enrollment Program.
3. Student schedules must be approved by his or her school counselor prior to the start of classes. Schedule changes are not allowed unless approved by the counselor. Any exceptions, due to an extenuating circumstance, must be approved by Guidance and Administration. College course enrollments that are not approved by school counselors may not be awarded Oakmont graduation credit.
4. Students are required to carry a minimum of 4 three credit classes each semester and will not be allowed to drop a course unless it is replaced - during that same semester - by a course of at least equal credit value.
5. The student must earn an equivalent number of total credits to meet Oakmont graduation requirements. Seniors must take and pass a full semester of English and remain enrolled in the equivalent of 8 "full credit" courses.
6. All tuition and fees shall be paid by the student/parent.

7. Full participation in Oakmont athletics and activities, including clubs and senior activities, is encouraged and will be permitted provided that the student can meet the requirements for that activity and any additional M.I.A.A. requirements. It is the student's responsibility to remain informed of class activities and deadlines. Seniors are responsible for keeping themselves updated regarding deadlines and requirements for graduation.
8. A total not to exceed 4 courses each semester will be included in the Oakmont GPA and Honor Roll.
9. It is the responsibility of the student and/or parent to have official transcripts of their college work sent to the Oakmont Guidance Department no later than five days prior to the end of each Oakmont semester and ten days prior to Oakmont's graduation ceremony in June for seniors seeking a diploma. Failure to comply with these timelines may result in course failure, exclusion from the Honor Roll, ineligibility to participate in graduation ceremonies for seniors, or denial of permission for further participation in Dual Enrollment for juniors.
10. Should an Oakmont senior fail a Dual Enrollment course that is an Oakmont graduation requirement, the student will have to make up needed credits before an Oakmont diploma is granted.

### **Homework**

Homework is considered a necessary and significant factor in the learning process. Much of the success or failure of a student depends upon the ability to successfully complete daily assignments. Homework is assigned to all students in all grades and may be assigned on any night in any given subject. Students should take the responsibility of communicating with their teachers via email to receive assignments when absent, however, a parent or guardian may receive assignments for absent students by communicating with teachers directly. Teachers put in extra time to facilitate this and parents should follow up to ensure that assignments are being completed. Please see the AWRSD Homework Policy in Appendix A and specific teacher's course syllabus for more details regarding homework.

### **Attendance Laws, Policies and Procedures**

Regular attendance and punctuality are absolute necessities in attaining academic success. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual child. Regular contact of students with one another in the classroom and participation in well-planned instructional activities under the instruction of a competent teacher are vital to this purpose.

The importance of punctuality is also essential to a child's development of responsibility. Tardiness produces a disruption to the educational process and is a very poor habit to develop. We ask that parents help instill this value in their child by helping him/her to be present and punctual for school. Please note that all students are expected to be in their first block class no later than 7:30am. The morning traffic can be quite congested; kindly plan for an extra 15 minutes to avoid this potential delay.

### **Massachusetts School Attendance Laws**

Every child between the ages of 6 and 16 is required by law to attend school. In accordance with M.G.L. c. 76, § 5, every child shall have a right to attend the public schools of the town where the student actually resides. Conversely, no school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the

violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools.

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, ethnicity, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy related conditions, homelessness, age, disability, military/veteran status, and any other class or characteristic protected by law.

### **Oakmont Regional High School Attendance Policies**

While parents have some choice in their children's school attendance, the law requires that students under the age of sixteen are in school unless there is a valid, excusable reason. At Oakmont, students 16 years of age or older are also expected to conform to the same rules of attendance and must conduct themselves accordingly. We understand that situations may arise that are not technically excusable, but are deemed worthy by parents. Opportunities to further faith, family, and future can present themselves during school time (ex: a faraway family reunion, a church mission, an audition for a professional production). We trust that parents use proper discretion when allowing students to miss school for these reasons. Students are expected to arrange for work ahead of time and/or make up work in a timely manner as they would for excused absences.

However, in the spirit of the law, we cannot condone flagrant truancy or habitual absences. Unexcused tardiness, dismissal, or absence found to be outside family, faith, or future opportunities will not be allowed and students may not be permitted to make up missed work. Parents may also be held accountable for the laws regarding truancy. The state's attendance reporting regulations do not distinguish between excused and unexcused absences for state reporting. The total number of absences will be reported for each student.

#### **Excused Absences, Tardies and Dismissals**

Students may be excused temporarily from school attendance for the following reasons:

- Death in the family (parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin) - up to 5 days may be excused. Documentation may come in the form of parent/guardian note and/or copy of the obituary.
- Health Professional appointment. Documentation must be a note from a physician, dentist, therapist, etc stating the name of the student and the date of the appointment.
- School sponsored activities: field trips. Documentation will be provided by teachers.
- College Visits which are preapproved by Guidance, Administration, and Parents. Juniors are allowed no more than two (2) excused absences for college visits. Seniors are also allowed no more than three (3) excused absences for college visits. Students must submit documentation that is outlined in the senior info sheet.
- Attendance Regulations-
  - College Visits which are preapproved by Guidance, Administration, and parents are allowed no more than two (2) excused absences for college visits in the junior year. Seniors are allowed 3 (three) excused absences for college visits.
- Major religious observances. Documentation can be in the form of a parent/guardian note.
- Legal/Court appointments- Documentation must be a note from the Court.
- School Nurse Excusal or Dismissal.
- Absences from class due to school suspensions will not be counted as an absence from class.

## Unexcused Absences, Tardies and Dismissals

- Absences that occur as a result of a family vacation or trip during the school year are not excused. Parents of students taking such trips are required to notify the administration in writing at least two weeks prior to departure. If the main office is not notified of the student's absence, he or she will be considered truant. Students and parents are responsible for communicating with teachers regarding make-up work at least two weeks in advance and arranging test or project makeup at their teacher's convenience. Students are responsible to complete all academic work missed during the vacation within 10 school days of return to school.
- Mild, temporary illnesses may necessitate that your child stay home from school. We recognize that some illnesses do not require the attention of a medical professional. While these absences are technically unexcused, we recognize that absences of this type are needed. For this reason, every student is granted 9 unexcused absences before any consequences are issued.
- In the case of tardies and dismissals, any student who is not in attendance for more than one half (1/2) of the class period will be considered absent for that period.
- Four (4) tardies to class will equal an absence. Tardy to school will count as tardy to class.
- Students will be granted two 15-minute tardies a semester for extenuating circumstances.
- Notes from parents do not eliminate or excuse absences, tardies or dismissals; they indicate parent awareness of them. The notes are important documentation should the loss of course credit appeal process be necessary. A student is required to submit an absence note to the main office on the day of their return.

## Notification of Student Absence

The Oakmont Voicemail program is available 24 hours a day. To report student absence dial 978 827-5907 and press 1. Parents should call the school the evening before or in the morning to report their child's absence. You can also report an absence via an email to [oakmainoffice@awrsd.org](mailto:oakmainoffice@awrsd.org). Parents will be contacted if an absence call or email is not received. Students who are absent without a parental excusal, will be reported as truant to the Mass. Dept. of Elementary and Secondary Education. Please note – parent notification does not make a student absence “excused.” Sending an absence notification via email is not guaranteed to be seen before calls go home, so please call the number above to report an absence.

## Notification of Student Dismissal

If it is necessary for a student to be dismissed from class prior to the end of the school day, one of the following must occur:

- The student must submit a note signed by the parent/guardian directly to the Main Office before the start of school.
- A parent can send an email to [oakmainoffice@awrsd.org](mailto:oakmainoffice@awrsd.org) requesting the dismissal.
- The school nurse may dismiss students for illness without absence penalty. The school nurse will contact parents prior to the dismissal.

The safety and security of your child is our top priority. It is extremely difficult to verify identities over the phone. For this reason, phone dismissals are rarely accepted and require administrative permission.

## Consequences of Unexcused Absences, Tardies, and Dismissals

- Any student absent more than 10% of the time from a semester class will receive no credit for the course unless documentation is provided showing that the absences should be considered excused. This means that students who have more than 9 unexcused absences in a full semester course will not earn credit for the course. Likewise, students who have more than 5 unexcused absences in an every

other day course will not earn credit for the course. Seniors are allowed no more than seven (7) unexcused absences in a full semester course and four (4) for an every other day course during second semester senior year.

- For students who transfer during the semester the maximum absence limit will be ten (10) percent of the remaining days of the semester.
- In the case where a student loses credit for a course, the course grade earned will be put on the student's transcript but no credit will be listed.
- In the case where a student receives a passing grade but no credit for a required course (e.g. U.S. History), as a consequence of excessive absences, the graduation requirement will be considered fulfilled. The student may have to repeat this course, or pass some other course in order to achieve the minimum credits required for graduation from Oakmont.
- If students change their classes during the semester, the total accumulation of absences will be carried over into the new class.
- Any student not present for one half (1/2) of the school day (2 complete blocks) is ineligible for any athletic or co-curricular activities that day. This includes attendance as a spectator at sports or co-curricular events after school hours.
- A student is tardy to school if a student is not present in their assigned class when the 7:30 A.M. tardy bell rings. Students are expected to report immediately to the main office when they arrive at school tardy and complete the necessary tardy procedures for signing into school.
- Students will be granted two (2) 15-minute tardies a semester for extenuating circumstances.
- Parking privileges may be revoked or suspended for excessive absences, tardiness, or dismissals.

### Appeal Procedure

Students with extenuating circumstances may appeal the credit loss to an Attendance Review Board comprised of an administrator, school counselor, and a faculty member. Students and parents/guardians should file an appeal for waiver of absences with the assistant principal within ten (10) days of notification of loss of credit; the appeal should contain an explanation of the extenuating circumstances and/or documentation that would excuse the absences. The Review Board will be permitted to waive or modify the attendance policy where, in their judgment, reasonable grounds for the absences exist. The appeal decision of the committee will be presented to the principal for final approval. Final decisions approved by the Principal may be appealed to the Superintendent.

### Making up Missed Work

Students are expected to make up all work missed when they are absent from school or not present in class. Students and/or parents must communicate with teachers to receive assignments and arrange for the submission of assignments. Previously assigned long-range reports or projects are due on the established due date.

## Truancy

Any student who is absent from school without a parental acknowledgement will be considered truant. Students who are truant may face the following consequences:

- Administrative contact with parent or guardian .
- Student will receive a zero for all classroom work missed, including tests/quizzes, projects etc.
- In-school counseling may be recommended.
- Truant officers may be notified to investigate an absence.

- A truancy complaint may be filed in juvenile court.
- Refer to Disciplinary Offense Code (p. 41) for possible consequences.
- Students under sixteen years of age may be apprehended by police in accordance with state law.
- Repeated truancy for students under sixteen years of age will result in filing a Child Requiring Assistance (CRA) petition in juvenile court.

### Withdrawal from School

Any student 16 years or older who seeks to withdraw from school prior to graduation must

- Obtain a written note from a parent or guardian to explain the withdrawal.
- Discuss the withdrawal with the student's school counselor.
- Obtain a withdrawal form from the school counseling office.
- Return all school property to each of their teachers and have each teacher sign the withdrawal form.
- Have the withdrawal form signed by an administrator
- Return the withdrawal form, signed by all of the teachers and administration to the school counseling office, No records will be forwarded from Oakmont unless all materials have been returned.

### Behavioral Expectations, Consequences, and Privileges

Each student has the obligation to genuinely participate in and not disrupt or interfere with the educational process as it affects him/her and other students, teachers or staff members. In that regard there exists certain standards or "codes" of conduct which apply to all Oakmont members; and violation of those standards or "codes" should and shall result in firm corrective or other action by the school staff, which can include a combination of academic penalties and discipline such as warnings, detentions, parental notification and involvement, grading penalty, probation, suspensions and possibly exclusion from school. When needed or appropriate, other officials or the police may be notified and involved.

The codes of conduct are meant to cover conduct ranging from personal appearance and grooming to more extreme behavior such as the use of controlled substances or weapons, and the codes have different but equally important sources, including the United States and Massachusetts Constitution, laws passed by federal and state and local government, cases decided by our Courts, School Committee and School Council policies and rules and regulations, and the School Council Handbook Review Committee and school administrators' rules. Though all of these codes have their basis in the simple principles of fairness, common courtesy and respect for others, it is obvious that no code of conduct can be expected to describe and list every possible or potential violation of standards of conduct. Simply stated, we are all expected to behave appropriately and be on 'good behavior' at all times, and so long as the offender is warned and informed, appropriate disciplinary action may be taken against any action or activity which interferes with the interests set forth above.

The various constitutional and statutory sources of this handbook are available in various offices and libraries, and attached as a non-comprehensive information attachment are summaries or copies of some significant, timely and recent enactments concerning student responsibilities. See Appendix B.

### Academic Honesty

A High School's intellectual reputation depends on the highest standards of academic honesty. Commitment to these standards is a responsibility of every student and staff member. Each semester, classroom academic



honesty policies are to be presented to students, preferably in writing, along with a discussion of the importance of academic honesty. All academic work must be the work of the individual student submitting the work and any work by others, or in collusion with others, must be authorized and properly cited.

Academic honesty relates to the following areas:

**Cheating**- defined as using unauthorized materials, giving or receiving unauthorized assistance on any quiz, test project or homework assignment.

**Plagiarism**- defined as the use of another's ideas or words without acknowledgement. Clear requirements for use of quotations and citations should be presented to each student prior to work completion.

**Unauthorized Academic Materials**- defined as unauthorized possession or distribution of quizzes, examinations or lab or project materials. Internet downloads of project materials or term papers not created by the individual student who intends to submit the materials as their work.

All academic honesty violations will be recorded on an "Academic Honesty Violation Form" by faculty members and submitted to the administration. Any reported violation will be recorded on the student's discipline record. Parent notification is required. Sanctions for violation of the Academic Honesty Policy may result in a zero grade for the assignment in question, disciplinary consequences, and/or discussions involving the student, teacher, school counselor, parents and administration. Serious or multiple offenses may result in loss of credit and/or course failure along with administrative disciplinary action up to and including suspension.

The use of modern technology has increased the likelihood and opportunity for plagiarism and use of unauthorized materials. Cell phones and electronic devices are strictly prohibited in testing settings unless directed otherwise by the teacher. Any student who has a cell phone or electronic device visible during testing will receive an automatic zero for a test grade and is subject to further disciplinary consequences.

### Attendance Before School and After School Hours

Students who arrive at Oakmont before the buses must report to the cafeteria, library, or remain in the front lobby until 7:20am. Students will not be allowed access to lockers or other areas of the building prior to this time.

Students are encouraged to remain after school to take part in school activities, to use the library media center, to get extra help from a teacher or to attend an afternoon athletic event. Some students are required to remain after school for disciplinary or scholastic reasons. Students in the building after school must be involved in the activities outlined above or be involved in a directly supervised activity. In general, students should be picked up by 4:00pm on school days and should wait for rides in the front lobby only. Students found loitering will be subject to disciplinary action.

Students are expected to stay off school grounds on snow days unless they are supervised by a staff member for a legitimate purpose, such as practice, a meeting, or a sporting event. Trespassing on school property after hours is a suspendable offense. Trespassing that involves vandalism to school property will be referred to the local police.

### **Break Time Between Blocks**

Extended breaks are scheduled for homeroom/advisory and during the C-block lunch rotation which provides sufficient time for students to travel to any area of the building, visit lockers or rest rooms etc. While traveling between blocks, students should refrain from being noisy or disruptive and should avoid congregating in groups, which block traffic. Students are expected to quietly listen to any school-wide announcements through the public address system or OTV, during any part of the day but especially during the homeroom/advisory break. Please be mindful of classes that are in session. Excess noise is very disruptive to classes in session. Students on break during lunch are not allowed in the cafeteria to avoid overcrowding. Games, toys, card playing etc. are not acceptable during the school day unless directly related to classroom activities.

### **Bulletin Boards and Posters**

Bulletin board notices or any poster materials must be approved by club sponsors and initiated by an administrator or advisor before posting. The number of posters is to be reasonable. Posters or notices should be attached to poster bars on the walls only. Do not tape posters onto finished wood or on windows or glass. Tape does not hold adequately on unpainted brick.

### **Care of Books, Supplies, and Equipment**

Students shall be held responsible for all books or other school property issued to them during the school year. Students are required to cover all of their textbooks. In case of loss or damage of school materials, students will be required to pay the full replacement value. Outstanding obligations resulting from nonpayment of goods, books and materials may result in the withholding of transcripts or other official documents until all obligations have been met. Students with outstanding obligations will be ineligible to participate in any school activities until such bills are paid in full. Parents will be notified of student obligations each term.

Chromebooks-All Oakmont students are to be issued a district-owned Chromebook. Chromebooks are intended to be an educational support tool that can enhance and expand educational opportunities inside and outside the classroom. Please click: [Technology Resources](#) to review the district technology resources. All students are obliged by the [Technology Acceptable Use Policy](#). Inappropriate use of the Chromebooks may result in disciplinary action.

Students will bring their Chromebook to school daily fully charged.

### **Caring for the Safety of Others**

All students are expected to care for the well being and safety of others in our community and to report any physical or chemical health infractions (i.e. fighting, substance abuse, etc.) that may be causing harm.

Students should also report any threats of harm to any individuals immediately to an Oakmont staff member, school resource officer, or administrator. Reports can be made anonymously online through the school's website under Student Resources/Reporting An Incident Form.



## Chemical Health Policy

**During the school year, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any material containing alcohol, any tobacco product, or any controlled substance while under school jurisdiction at any school event at any school.**

### Tobacco or Nicotine Products

The use or possession of tobacco in any form is prohibited while in school, at school related functions, on school property and school buses. A student found in possession or using tobacco products will be suspended from school for a minimum of three days. The possession or use of e-cigarettes or any other nicotine delivery device, on school property, at school events, or on school buses, is also prohibited and will carry a three-day suspension minimum penalty.

### Intoxicants, Alcohol, and Drugs

The use of, attendance after use of, or possession of intoxicants, drugs, alcohol and/or any controlled substance at school functions or while under school jurisdiction is prohibited. It will result in suspension from school, not to exceed 10 days, and/or a recommendation for expulsion from school and confiscation of intoxicants, alcohol and/or drugs (Level V of the Disciplinary Code). The Principal will determine the length of suspension after considering all relevant factors. Students suspended for violating this provision will have to see a certified Alcohol or Drug Abuse Counselor as a requirement for readmission. The parent or guardian will be notified; law enforcement officials will be notified and legal action may follow at the discretion of these officials.

Attendance at school or school functions while “under the influence”, “hung-over” or smelling of intoxicants violates the policy as “attendance after the use of” category and carries the same penalty. The possession of substances or paraphernalia that are meant to represent illegal substances also violate this policy.

### Vaporizing Devices

The use or possession of vaporizing devices is strictly prohibited while in school, at school related functions, on school property, and on school buses. A student found in possession or using a vaporizing device will be suspended from school for a minimum of three school days. The device will be confiscated and not returned. If the device is found to contain any illegal substance, in any amount, the student in possession will receive consequences in accordance with the Chemical Health Policy for Intoxicants, Alcohol, and Drugs (see paragraph 2 above).

Any student found to be selling or distributing any of the above on school property or while under school jurisdiction will be subject to expulsion from school.

## Civil Rights Discrimination

No student shall discriminate, or be discriminated against, either by verbal or physical action or attacks, based upon race, color, sex, religion, national origin, ethnicity, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy related conditions, homelessness, age,

disability, military/veteran status, and any other class or characteristic protected by law. Reports of such activity should be directed to the school administration and appropriate disciplinary action taken.

### Daily Announcements, Pledge of Allegiance and Moment of Silence

Each morning the Pledge of Allegiance is recited on Oakmont TV during advisory/activity period, which is followed by a moment of silence. Students are asked to stand during the Pledge of Allegiance and remain standing and silent during the moment of silence. Daily morning announcements are then read on Oakmont TV. All students should listen carefully to the announcements as they contain important information. Notices for the morning announcements must be submitted to OTV via the [OTV News Story Submission form](#) by 8am in order for the announcement to be read on the morning news. the announcement on forms supplied by the office. All notices must be approved by club or activity sponsors, or an administrator, before submission.

### Dress Code and Appearance

Students are expected to exercise maturity and responsibility in all matters including their dress and personal grooming. Oakmont is a place of serious work and dress should be attuned to that concept. Students should remember at all times the five guiding principles of dress: neatness, suitability, moderation, cleanliness and safety.

Our guiding principles for the dress code are based on clothing that

- does not obstruct the safety and security of the school and its community
- does not pose a high risk of a wardrobe malfunction (clothing failure that accidentally exposes a person's private areas)
- disrupt the learning environment or school activities

Teachers and the administration will determine the interpretation of the guiding principles. In an effort to maintain a safe, respectful school environment focused on teaching and learning, students are asked to adhere to the following:

#### Clothing

- Students must wear shoes and clothing including or equivalent to both a shirt and pants, shorts, or skirt.
- Student I.D. cards must be visibly displayed at all times on a lanyard worn around the neck. Temporary I.D. stickers must be affixed to the left chest area of the student's clothing. Students may not deface or alter the I.D. card that has been issued to them.
- A student who declines or fails to identify themselves to a staff member may be subject to emergency removal from school and discipline, pursuant to M.G.L. c. 71, Section 37H3/4 and 603 CMR 53.00.
- Clothing must have fabric in the front, back and sides with no space between the top, bottom, and sides.
- Clothing must cover midriffs, undergarments and private areas.

- Skirts and dresses must be no shorter than four inches from the top of the knee. Shorts must be no shorter than six inches from the top of the knee and are highly discouraged from being a tightly fitted style.
- Ripped jeans will be interpreted the same as shorts. It is a violation if skin is exposed 6 inches above the top of the knee.
- All tops must have straps that are a minimum of 1 inch thick.
- Clothing may not depict, advertise or advocate the use of drugs, alcohol, marijuana, tobacco or other controlled substances.
- Clothing may not depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, identity, religion, socio-economic status or body type/size.
- Clothing may not depict pornography, nudity, or sexual acts. No gang or cult-related apparel

Students in violation of the dress code will be sent to the main office and may result in one or more of the following actions:

- student being asked to change
- formal warning issued
- parents/guardians notified
- detention
- suspension

### **Personal Protective Equipment (PPE) or Essential Protective Gear**

The District may at times require the use of facial coverings (“masks”) for all employees, students and visitors. Individuals who cannot wear a mask because of a documented health issue shall instead be required to wear a face shield and neck drape (tucked into the shirt). Masks and face shields may not be required for students/staff with medical apparatus which prevents or obstructs the use of the apparatus.

- All students and staff will be required to wear masks that adequately cover both their nose and mouth.
- Individual requests by students/staff with a disability for reasonable accommodations to the mandatory mask requirement will be addressed consistent with federal and state disability discrimination laws.
- Masks must attach firmly to the face covering both the nose and mouth.
- Masks must fit closely to the face on all sides. Masks with three layers are strongly recommended. Based on guidance from health authorities, neck gaiters, buffs, open-chin triangle bandanas and face-covering containing valves, mesh material or holes of any kind will not be considered appropriate face coverings.
- Appropriate prior notice will be provided to staff and students that the wearing of masks is mandatory during the pandemic and that requests for reasonable accommodations will be considered for students/staff who are unable to wear masks/face coverings due to a disability in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).
- The refusal to wear a mask in accordance with school guidelines may result in disciplinary action including, but not limited to, suspension from school. The District will have a process in place whereby any student who arrives at school without a mask will be provided one upon entry. Overall, we know Oakmont students will comply with the mask requirement. This policy is not for the student which “forgets” to keep their mask on; however, it is designed for those students that are defiant and after multiple redirections by staff to adhere to the policy. A student who declines to wear a mask upon entering the building, or who refuses to comply with the mask requirement during the course of

the school day, may be subject to emergency removal from school and discipline, pursuant to M.G.L. c. 71, Section 37H3/4 and 603 CMR 53.00.

## Electronic Devices

Student use of cell phones and electronic devices is permitted during the school day, except when teachers or administrators specifically prohibit the use of electronic devices. In keeping with conventional academic practice, use of electronic devices will not be permitted during testing or assessment unless specifically permitted by the teacher. In the hallways, students may use headphones, earbuds, or air pods; however, one ear must always be free from any sound device. In the classroom, with teacher permission, students may use headphones, earbuds, or air pods; however, one ear must always be free from any sound device.

Students who are found to be using a cell phone or electronic device when it has been prohibited will be required to turn the cell phone or device over to a staff member who will then turn it into the main office. When a staff member requests that a student turn over a cell phone or device, the student must comply without disassembling or tampering with the device. The use of cell phones in locker rooms or bathrooms is strictly prohibited and may result in serious disciplinary consequences, including suspension.

Students are not authorized to record, in audio or video form, any individual without their consent. Students are not allowed to record classes or class events without permission from the teacher and administration. Under no circumstances will any student publish, display, distribute, or post on the Internet, images of any individuals without their consent. Students who violate this directive will be subject to school disciplinary and/or legal consequences. Additionally, the use of a cell phone or other electronic device to record, promote, or incite a violation of any of the rules in the code of conduct is strictly prohibited and considered a major technology misuse.

More importantly, violation of any rules in the handbook through the use of a cell phone or electronic device is strictly prohibited. This includes misconduct such as harassment, bullying, promoting or inciting a physical or verbal altercation and/or dissemination of the misconduct through the electronic device. Witnessing and/or recording a violation of the handbook and failing to report the incident to a teacher or administrator is strictly prohibited.

## Harassment, Bullying and Retaliation

### Harassment

Harassment is any gesture, written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, sex, religion, ancestry, national origin, gender identity or expression, pregnancy or pregnancy related conditions, age, disability or by any other distinguishing characteristic, that occurs during the school day on school property, on a school bus, at a bus stop, or at a school-sponsored activity that:

1. A reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or

2. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption to a student's education, or substantial interference with the orderly operation of the school.

**Harassment can take various forms:**

- Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking or damaging personal belongings);
- Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
- Psychological (including, but not limited to, spreading rumors, gossiping with malicious intent or impact, manipulating social relationships, engaging in social exclusion, extortion or intimidation); i.e. "Stirring the pot", "gas lighting".
- Internet or cyber-bullying (including, but not limited to, the use of instant messaging (IM), email, web-sites, chat rooms, and text messaging that is used to harass another student or employee, and when such use interferes with the operation of school, or infringes upon the general health, safety and well-being of students and employees);
- Hazing (including, but not limited to, various forms of harassment of students by other students in regard to pledging and/or a student's initiation into or affiliation with a school related organization or team);
- Including asking anyone to verbally abuse, threaten or intimidate another student on one's behalf.

It is important to note that a single negative act as stated above may also constitute harassment (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the alleged perpetrator.

Conduct that might otherwise be considered harassment but does not occur during the school day or on school property, on a school bus, at a school bus stop, or at a school-sponsored activity event may still be subject to disciplinary action.

Individual intervention will be provided by appropriate staff members to harassers, victims, bystanders, and their parents to help ensure that the harassing stops.

## **Bullying**

### **PRIORITY STATEMENTS**

The Ashburnham-Westminster Regional School District maintains a respectful environment for all. As such, AWRSD is committed to providing all students and staff with a safe, positive and productive learning and working environment that is free from bullying and cyberbullying, and where all school community members treat one another with respect. No member of the Ashburnham-Westminster Regional School District community shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

This commitment is an integral part of the Ashburnham-Westminster Regional School District's comprehensive efforts to promote learning, eliminate all forms of violent, harmful, and disruptive behavior and enable all students to achieve their personal and academic potential to become successful contributing citizens of local and global societies in an ever changing world.

### **PROHIBITION AGAINST BULLYING AND RETALIATION**

The Ashburnham-Westminster Regional School District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation.

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a Ashburnham-Westminster Regional School District location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by the Ashburnham-Westminster Regional School District, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupts the education process or the orderly operation of a school.

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.

The district will promptly investigate all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of social, emotional, and physical safety. AWRSD will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Ashburnham-Westminster Regional School District understands that members of certain student groups, as referenced in state and federal law, may be more vulnerable to becoming targets of bullying, harassment, or teasing. The District will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing as outlined in later sections of this plan.

The Ashburnham-Westminster Regional School District recognizes that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived differentiating characteristics, including race, color, sex, religion, national origin, ethnicity, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy related conditions, homelessness, age, disability, military/veteran status, and any other class or characteristic protected by law, or by association with a person who has or is perceived to have 1 or more of these characteristics. The Ashburnham-Westminster Regional School District will create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The AWRSD Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyberbullying, and the Ashburnham-Westminster Regional School District is committed to working with students, staff, support personnel, families, law enforcement agencies, volunteers, and the community to prevent issues of bullying or cyberbullying and to enforce this plan, along with state and federal laws. In consultation with these constituencies, the Ashburnham-Westminster Regional School District has established this Bullying Prevention and Intervention Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation.

The principal of each school is responsible for the implementation and oversight of the Bullying Prevention and Intervention Plan within their respective school building.

## **DEFINITIONS**

Below please find definitions of key terms that will be used throughout the plan. Several of the definitions are copied directly from M.G.L. c. 71, § 37O, as noted.

Aggressor is a student or any member of school staff including but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to themselves or of damage to their property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is defined as bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is defined as any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

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

Target is defined as a person against whom bullying, cyberbullying, or retaliation has been perpetrated.

## **POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING OR RETALIATION**

### **Reporting Bullying Or Retaliation**

Reports of bullying or retaliation may be made by staff, students, parents/guardians, or others, and may be oral or written. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. Oral reports made by or to a staff member must be recorded in writing using the Incident Reporting Form.

**Reporting by Staff:** AWRSD school and district staff are required to report immediately to the school principal or designee when they witness or become aware of conduct that may be bullying or retaliation. If the principal or assistant principal is the alleged aggressor, the report shall be made to the superintendent or designee. If the superintendent is the alleged aggressor, the report shall be made to the school committee. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

**Reporting by Students, Parents, Guardians, and Others:** AWRSD expects students, parents, guardians and others who witness or become aware of an instance of bullying or retaliation involving a student or staff member to report it to the principal or designee. Students, parents, guardians and others may request assistance from a staff member to complete a written report. Students will be provided safe, practical, private and age-appropriate ways to report and discuss an incident of bullying or retaliation with the principal or designee.

The Ashburnham-Westminster Regional School District encourages all individuals to report a suspected bullying or retaliation incident as soon as possible.

The Ashburnham-Westminster Regional School District promotes reporting a suspected incident in the following ways:

- In-person Reporting: Students, staff, parents/guardians or community members who see or hear of a suspected bullying incident may report the incident directly in-person to a school administrator.
- Electronic Reporting: Students, staff, parents/guardians or community members who do not wish to discuss a suspected bullying incident in-person, are encouraged to complete an electronic Incident Reporting Form. A copy of the form is available on the website of each school. Upon completion of the form, it may be submitted electronically or printed and given to the respective school administrator. If the reporter is not sure of the school the person/people involved are affiliated with, the form can be delivered to the Office of the Superintendent at 11 Oakmont Drive, Ashburnham, MA 01430. Upon submission/receipt of the form, it will be sent to the respective school administrator.
- Written Reporting: Copies of the Incident Reporting Form are also available in the main office of each school and may also be available in other locations of the school as determined by the school principal.

Please note that use of the Incident Reporting Form is not required as a condition of making a report. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents and guardians and will be translated as needed.

Also please note that reports made by students, parents or guardians, or other individuals who are not school or district staff members may be made anonymously. No disciplinary action will be taken against an aggressor solely on the basis of an anonymous report; however each reported incident will be thoroughly investigated.

### **Responding To Bullying Or Retaliation When Allegations By A Student**



**Safety.** Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary. The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

### **Obligations to Notify Others.**

a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and the AWRSD locally established agreement with the Westminster Police Department and Ashburnham Police Department. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

**Investigation.** The principal or designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee conducting the investigation will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

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

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

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

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

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

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

**Responses to Bullying.** The Ashburnham-Westminster Regional School District is committed to teaching appropriate behavior and building students' skills in response to remediate or prevent bullying and retaliation in the following ways:

1. Teaching Appropriate Behavior Through Skills-building
  - a. Upon the principal or designee determining that bullying or retaliation has occurred, the school will use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O (d) (v). Skill-building approaches that the principal or designee may consider include:
    - i. Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula.
    - ii. Providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate personnel.
    - iii. Implementing a range of academic and nonacademic positive behavioral supports to help students understand prosocial ways to achieve their goals.
    - iv. Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home.
    - v. Adopting behavioral plans to include a focus on developing specific social skills.
    - vi. Making a referral to the Child Study Team and/or an appropriate related service provider.

## 2. Taking Disciplinary Action

- a. If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with Massachusetts state laws and statutes regarding student discipline. If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

## 3. Promoting Safety for the Target and Others

- a. The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

### **Responding To Bullying Or Retaliation When Allegations By School or District Staff**

The Ashburnham-Westminster Regional School District has specific policies and procedures that address how school or district administration will respond to and resolve a report of bullying of a student by school or district staff. The policies and procedures address safety planning, notification to parents or guardians and others, investigation, and response.

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

Annual training will be required for all Ashburnham-Westminster Regional School District staff, including substitutes on the AWRSD Bullying Prevention and Intervention Plan. The training will include preventing, identifying, responding to, and reporting suspected incidences of bullying or retaliation in addition to specific staff duties under the Plan, and an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation. All Ashburnham-Westminster Regional School District members hired after the start of the school year, including mid year starting dates, are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

Ongoing professional development relative to bullying prevention as well as meeting the needs of students with disabilities will also be provided. This will include factors which must be considered when developing students' Individualized Education Programs (IEPs), with particular focus on the needs of students with Autism or students whose disability affects social skills development.

As required by M.G.L. c. 71, § 37O, the content of the Ashburnham-Westminster Regional School District school wide and district wide professional development will be informed by research and will include information on:

- age-appropriate strategies to prevent bullying;
- age-appropriate strategies for immediate, effective interventions to stop bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- information on the incidence and nature of cyberbullying; and
- internet safety issues as they relate to cyberbullying.

Additional areas identified by the Ashburnham-Westminster Regional School District for professional development include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in school or classroom planning and decision-making; and
- maintaining a safe and caring classroom for all students.

Written notice to staff. Each school principal will provide all school staff with an annual written notice of the Bullying Prevention and Intervention Plan by publishing and reviewing information about it, including sections related to staff duties and bullying of students by school staff, in the schools' employee handbooks.

## **ACCESS TO RESOURCES AND SERVICES**

A key aspect of promoting positive school climates is ensuring that the underlying emotional needs of targets, aggressors, families, and others are addressed by the following:

Identifying resources. Each school within the Ashburnham-Westminster Regional School District will designate members within their building that will participate on the anti-bullying taskforce. This group which consists of school personnel, local law enforcement, advocacy organizations, parents and other interested parties will meet on a bi-annual basis with the sole purpose of evaluating the district's Bullying Prevention and Intervention Plan. During this process taskforce members will identify current programs and services that are already in place. Once a comprehensive mapping process has been completed the taskforce will develop action steps for addressing any gaps in services. This may include adopting new curricula, reorganizing staff, establishing safety planning teams, and identifying other agencies that can provide services.

Additionally, each school within the Ashburnham-Westminster Regional School District has staff and service providers available to assist in developing safety plans for students who have been targets of bullying or retaliation, to provide social skills programs to prevent bullying, and to offer education and/or intervention services for students exhibiting bullying behaviors.

These resources include but are not limited to:

- School counselors in each building who are trained in prevention of and response to bullying and other student difficulties.
- Nursing staff in each building trained to respond to physical aggression both medically and through emotional support.
- A full time district Board Certified Behavior Analyst (BCBA) to consult with staff in addressing behavioral concerns.
- District level school psychologists available to address student needs.
- Ongoing coordination with Westminster and Ashburnham law enforcement agencies in developing school safety plans and in responding to inappropriate behaviors.
- Child Study Teams at all of the schools to support staff in planning for and responding to student needs, including tiered behavioral interventions and supports.

Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of their disability, the team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Referral to outside services. All referrals will be consistent with the Ashburnham- Westminster Regional School District Critical Incident Management Plan.

## **ACADEMIC AND NON-ACADEMIC ACTIVITIES**

The Ashburnham-Westminster Regional School District Core Values are integrated into all academic and non-academic activities. The Ashburnham-Westminster Regional School District provides age-appropriate instruction on bullying prevention in each grade that is incorporated into the school's and/or district's curricula. Curricula must be evidence-based. Effective instruction includes classroom approaches, whole school initiatives, and focused strategies for bullying prevention and social skills development.

Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays to develop skills;
- empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- emphasizing cybersafety, including safe and appropriate use of electronic communication technologies;
- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- Setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students as referenced in state and federal law;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

## **COLLABORATION WITH FAMILIES**

Parent and Guardian Education and Resources. The Ashburnham-Westminster Regional School District will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the PTO, PTA, School Councils, Special Education Parent Advisory Council, and/or similar organizations.

Notification requirements. Each year the district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school or district will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The school or district will post the Plan and related information on its website.

## **RELATIONSHIP TO OTHER LAWS**

Consistent with state and federal laws, and the policies of the Ashburnham-Westminster Regional School District, no person shall be discriminated against in admission to a public school of either town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, ethnicity, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy related conditions, homelessness, age, disability, military/veteran status, and any other class or characteristic protected by law or by association with a person who has or is perceived to have one or more of these characteristics.

Nothing in the Bullying Prevention and Intervention Plan prevents the Ashburnham-Westminster Regional School District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Bullying Prevention and Intervention Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, § 37H or 37H½, M.G.L. c. 71, §41 and 42, M.G.L.c 76 § 5, or other applicable laws, or local school or district policies, or collective bargaining agreements, in response to violent, harmful, or disruptive behavior, regardless of whether the Bullying Prevention and Intervention Plan covers the behavior.

## PROBLEM RESOLUTION SYSTEM

Any parent or guardian wishing to file a claim/concern or seeking assistance outside of the Ashburnham-Westminster Regional School District may do so with the Department of Elementary and Secondary Education Problem Resolution System Office.

More information may be found at: <https://www.doe.mass.edu/prs/>

Email: [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu)

Telephone: 781-338-3700

### Leaving and/or Returning to School Grounds

Once students are on school property they may not leave without permission. Being in an out-of-bounds area without permission from the Administrative Office or not under the direct supervision of a teacher before school or during the school day, will result in suspension from school. Out-of-bounds areas include, but are not limited to: wooded areas, Overlook Middle School property, Track areas, lake perimeters and public ways. If a student is scheduled for after school detention, the student may not leave school property until the end of detention. Students waiting for buses or transportation may not leave school property. The parent or guardian and local Police will be notified if a student has left school without permission.

Students enrolled in Supplemental Enrollment, Independent Research or Career Mentorship programs that require them to leave school must sign out in the office before leaving and sign in upon return to school. Students in these programs will report to the Library Media Center when they are not in scheduled classes or when the non-Oakmont assignment is cancelled.

Students who are returning to school after a dismissal or appointment are required to sign in at the office immediately upon entering the building. No students are to be on school property without authorization. Absent, dismissed, or truant students coming to school to pick up other students during that school day will be subject to disciplinary action.

### Lost and Found

The school will not assume responsibility for lost or stolen items under any circumstances: lockers and desks are provided as a convenience and are used at the student's own risk. However, lost or stolen items should be reported to the main office immediately. Items found around the school building are brought to a "lost and found" area in the office. Students may check for lost items in this area; articles not claimed will be disposed of periodically.

## Public Displays of Affection (PDA)

There is a time and place for everything and Oakmont rooms and hallways are not the place for public displays of affection. Those who are confronted by public displays of affection are frequently embarrassed and uncomfortable and such situations are not necessary. Students will be warned of PDA's and continuing incidents of public affection will be dealt with through our discipline code.

## Safety and Security

### Dangerous Weapons and Incendiary Devices

Possession of dangerous weapons or incendiary devices of any kind will not be tolerated at Oakmont. Any object that could be used to injure another person and that has no school-related purpose for being in school or on school property or at school-sponsored or school-related events will be considered a weapon for purposes of this code. This includes but is not limited to pocket knives, box cutters or razor knives. Appropriate criminal laws (37H) will be enforced in any situation where a student is found in possession of weapons. The possession of a firearm or other dangerous weapon in the school environment is an expulsion offense as well as a crime punishable by a fine of \$1000.00 and/or one year imprisonment. Any student in possession of any kind of weapon will be immediately referred to the Administrative Office. The parent or guardian and the Police will be notified, and disciplinary action will be taken including a ten (10) day out of school suspension and a recommendation for expulsion from school. See Appendix B for State Law 37H and 37H ½. Whoever, without lawful authority, has in their possession or uses or places, or causes another to knowingly or unknowingly possess, use or place, any hoax device with the intent that such a hoax or weapon be used to cause anxiety, unrest, fear, or personal discomfort to any person or group of persons.

Possession and/or lighting of any incendiary device which includes, but is not limited to, firecrackers, smoke and stink bombs, or the irresponsible use of matches or lighters in and around the school building will result in suspension from school.

### Vandalism and School Property Damage

Students who damage school property maliciously, deliberately or through negligence will be subject to one or more of the following consequences:

1. Billed for the property damage.
2. Required to work to restore the damage.
3. Appropriately surcharged to cover the aesthetic damage.
4. Suspension from school.

### Violent Offenses

#### Credible Threats

Any student who makes a credible threat toward a staff member or another student will be suspended from school, not to exceed 10 days, on the first offense and parents and the police will be contacted. The Principal will determine the length of suspension after considering all relevant factors. Subsequent offenses will result in more serious consequences that may result in exclusion or expulsion. A credible threat is defined as a statement in verbal, written, or electronic form that expresses the intent to harm another person and causes the recipient to fear for his or her safety. It is important to note that it is the



victim's perception of harm that defines the threat, not the intent of the person making the threat.. Any student who makes a credible threat must undergo a risk assessment prior to return to classes.

### **Reckless Behavior**

Any student, regardless of intent, who engages in reckless behavior that results in serious injury to another person is subject to disciplinary consequences up to, and including suspension. The extent of injuries and degree of recklessness will be considered by the administration when deciding upon consequences.

### **Fighting**

Any student who is involved in a fight with another student on school property, on a bus, at a bus stop, or at a school event at any school, will be suspended from school, not to exceed 10 days on the first offense. The Principal will determine the length of suspension after considering all relevant factors. Subsequent offenses will result in more serious consequences that may result in exclusion or expulsion. A fight is defined as unwelcome, hostile physical contact between two students. Self-defense is only considered when a student has taken action to avoid involvement in a fight and has not acted to harm or injure the other student. Behavior such as threats, taunting, or any action taken to arrange a fight at a later time is considered a violation of this policy and is subject to school discipline. When the administration determines that a student has instigated a fight, additional days of suspension may be added up to the maximum 10-day suspension.

**Assault** – Any student who assaults another student on school property, on a bus, at a bus stop, or at a school event, will be suspended from school, not to exceed 10 days, on the first offense. The Principal will determine the length of suspension after considering all relevant factors. Subsequent offenses will result in more serious consequences that may result in exclusion or expulsion. An assault is defined as unwelcome, hostile physical contact resulting in a physical injury to a victim who does not act to harm or injure the attacker.

Any student who is involved in a violent incident is subject to criminal charges in addition to school consequences.

## **Sexting**

Sexting is the act of sending or forwarding through cellular telephones and other electronic media sexually explicit, nude, or partially nude photographs/images. It is Oakmont's mission to ensure the social, physical, psychological, and academic well-being of all students and maintain an environment that is conducive to learning at all times. Students who possess, send, view, display, or distribute images that meet the standard for child pornography will be subject to school disciplinary consequences. In addition, the parents of all students involved will be notified. In accordance with our school's legal responsibilities, a report will be filed with the local police and the Mass. Dept. of Children and Families.

## **Social Media and Electronic Communication**

Students may not catfish or pretend to be others on social media or any other electronic communication. Students may not create a fake account of the school, staff member, or other students and will be consequenced under major technology misuse. Students who are found to be creators of or in possession of login information of fake accounts of the school, a staff member, or another student will be facing suspension under major technology misuse. Students who knowingly like or comment on fake accounts of the school, staff member, or another student are subject to school discipline under minor technology misuse. Students who

follow fake accounts may be subject to investigation. Furthermore, students who **knowingly** follow an unofficial social media account and/or a fake account of a staff member, student, or the school may be subject to discipline.

Impersonating a student or staff member on social media or posting inappropriate images or memes contradicts responsible behavior. Following accounts that are impersonating or defamatory against the school, staff or students only promotes this irresponsible behavior and contributes to the problem and is not condoned by school administration.

Students who bring their own devices to school are subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy or the law.

### Student Dissent

Students have the right to discuss, protest, debate or appeal issues with which they are concerned. Such actions, however, must take place by arrangement through normal school channels and must not disrupt the educational process.

Student petitions must be approved by the Student Council and Administration before circulation and must not disrupt the regular school day.

### Student Parking

Student Parking Oakmont Regional High School has extremely limited space for student parking. Seniors are eligible to apply for a year-long permit. Seniors who wish to have their parking permits issued by the beginning of the school year, must submit their parking permit applications by August 1st. Juniors and Seniors may also apply for temporary parking passes at any point during the school year. Sophomore students may not request parking permits. The parking rules contained in this document apply equally to school choice students as well as those who reside in Ashburnham or Westminster. Temporary parking passes are typically reserved for those students with family hardships, medical concerns, appointments (medical, legal, college, etc), or for students scheduled for school approved co-curricular activities or off campus enrollment. All students, regardless of the type of pass requested, will be assigned to a specific numbered parking space for the academic year.

Both year-long and temporary parking passes are a privilege and student operators must be academically eligible (passing 3 out of 4 blocks for the previous term) and financially eligible (has no outstanding bills). Any underclassmen who park “illegally” without passes will be denied senior parking privileges. Parking applications will be reviewed by the administration once the student operator has submitted a completed application package which includes a parent/guardian signature, a copy of the car registration, a copy of the student’s license, and payment for the parking permit. Students meeting the behavioral, academic and application requirements will be issued a parking decal. Year-long senior parking permits cost \$50. Temporary parking passes cost \$5 for the first day, and \$1 each day after the initial. Students may register more than one family vehicle by including copies of each vehicle registration, however, only one parking permit decal will be provided. Each “family” vehicle must be the personal property of the registered student or their parent/guardian.

**Students may lose parking privileges for an extended period of time if in violation of any part of the handbook.** Tickets may be issued and parking permits may be withheld or revoked for the following reasons:

1. A student becomes academically or financially ineligible.
2. The parking decal is incorrectly displayed or is missing.
3. A student has an outstanding unpaid bill.

4. A student has excessive disciplinary issues or a level IV or V disciplinary issue.
5. A student is habitually tardy.
6. Unsafe driving to or from school.
7. Violation of any parking and driving rules on school grounds.

Students who lose parking privileges because of rules violations, tardiness, or disciplinary issues are not entitled to any refund of their parking fee. Parking spots and stickers are non-transferable. Students may not transfer parking privileges to another student if their pass is revoked or if the student is unable to drive their own vehicle due to loss of license or vehicle.

Students may transport other students as long as they follow the laws of the Commonwealth of Massachusetts and have had their drivers' licenses for more than six months. Due to liability concerns it is recommended that drivers have written permission from the parents of their passengers. To encourage ride-sharing and enable more students to have parking privileges, reduced parking fees are available to Seniors who share parking spaces. The fee structure is as follows:

Individual student parking space	\$50 per year
Two-Student drivers from different families sharing one parking space	\$20 per student per year
Three-Student drivers each from different families sharing one parking space	\$10 per student per year

Students may only park in their assigned spaces. If a student's parking space is occupied, the student must park in a "Visitor" parking space and report the situation to the main office.

The student driving rules and regulations and application form will be sent to students' email addresses.

### Student/Class Surveys

Surveys that are going to be given to numbers of students outside of regular classroom activities must be approved by the administration **before** being circulated. Distribution and participation must not disturb the school day.

### Consequences

#### Detention

Students may be assigned detentions by administration or any other member of the faculty. These detentions are for those students with undesirable patterns of attendance, tardiness or conduct. Detentions will be served on the next school day following the detention as long as the detention hall is open that day. Lack of transportation, work, or nonessential appointments are not valid reasons for failing to attend detention. If you have obligations to fulfill, don't get detentions. Postponement of detentions may be granted for extenuating circumstances when requested by a parent or guardian.

Detentions owed at the end of the school year must be served either during summer vacation or the first full week in September. Students who fail to serve assigned detentions without being excused will be subject to further disciplinary action up to and including suspension.

## **Detention Hall Rules**

1. Detentions will start at 2:00 PM sharp and will end at 2:55 P.M.
2. Students are expected to sign in with the detention hall teacher.
3. Students will report to detentions prepared to work on homework, study materials or school related projects for the entire period. Sleeping is prohibited as well as the use of personal electronics, cards, toys, games etc.
4. Absolutely no talking will be allowed during detentions.
5. Students will sit in the seats assigned to them by the detention hall teacher.
6. Students assigned to detention may not leave the detention until the end of detention.
7. Students are to take care of restroom visits before detentions begin.
8. After detention students will immediately leave the building. No students will be allowed to go to lockers or any other area of the building without the permission of the detention hall supervisor.
9. Students who fail to comply with the detention hall rules will be assigned additional detentions by the detention hall supervisor or be subject to further administrative disciplinary action.

## **Loss of Privileges**

\*At the discretion of an administrator students may lose parking privileges or the ability to apply for temporary parking if any disciplinary violation occurs.

## **Suspension**

Suspension from school is a denial of a student's privilege to attend school and school activities for a specified period of time. It is a step taken for Level III, Level IV and Level V infractions as outlined on page 42 or when other disciplinary actions have proven ineffective in correcting the student's inappropriate behavior. A student may be suspended from school by the school administration for a period of up to 10 school days. The suspension may be in-house or out-of-school at the discretion of the school administrator. The school administrator will notify the parent or guardian via a written report setting forth the reasons for the suspension and to arrange a readmission hearing.

At the conclusion of a suspension, the student's parent or guardian must make an appointment to meet with the appropriate school administrator to review the circumstances, which resulted in the suspension. This parent-administration meeting is a condition for readmission of the student to school. A suspended student may not attend any school-sponsored activity or function for the duration of their suspension and for a probationary period of up to 30 days, at the discretion of the school administrator, following their readmission to school.

### **In-House Suspension**

Students assigned to in-house suspension will report to the main office immediately upon entering school grounds and will remain in the In-House suspension area until dismissed. Upon dismissal, students will proceed directly to their bus or leave the premises immediately; they are not to reenter the building or be present on school grounds after dismissal.

Students are required to do academic work for the entire day and are expected to act respectfully at all times. The possession of any electronic item, including cell phones, MP3 players and digital cameras is not allowed in in-house. These devices will be collected at the beginning of the day by the in-house supervisor and will be

returned at the end of the day. Students not wanting to turn in their devices should leave all electronics at home. Students will sit quietly at a desk assigned to them by the suspension room supervisor. Teachers may talk with students about coursework and content in the in-house room, however, there is to be no socializing between students. Students must bring all books and other project materials with them to the suspension room. Suspended students will not be allowed to their locker or to other parts of the building during the suspension period. Assignments, readings, tests or special projects will be provided to students by their teachers. Students will remain in their seats for the entire period unless an exception is made by the suspension room supervisor. There will be no student to student talking during the day. Defacing the walls, or the furniture is considered vandalism and this behavior will be consequenced accordingly. Completed work is to be given to the supervisor each day to return to the teacher.

Food will only be consumed during morning break which is usually during announcements and during the standard lunch period of twenty five minutes as prescribed by the suspension room supervisor. Drinks may be consumed at any time. Students may either bring a lunch, and/or drinks from home, or purchase a lunch (kitchen supervisor's discretion) from the Cafeteria, but students will not have access to the Cafeteria, morning bagel bar, or school vending machines. At the end of the suspension period, students will make arrangements with their teachers to complete all unfinished assignments.

Students who fail to comply with the In-House suspension regulations will be subject to an immediate out-of-school suspension. Students will not be allowed to return to Oakmont until a conference is held wherein it is agreed that the student will comply with the In-House suspension regulations. Those present at the conference will be the student, a parent or guardian, an administrator and the suspension room supervisor. The out-of-school suspension time will not be counted toward fulfilling the In-House suspension period.

### **Disciplinary Probation**

Suspended students are subject to a minimum ten-day probationary period upon readmission to the regular school program. During the period of probation set for the student, the student's behavior will be carefully monitored, and the student will be expected to adhere to the behavior and student responsibility code in an exemplary fashion. Students that are found in violation of any school rules during the probationary period will be immediately re-suspended. During probation students are not eligible for any extra-curricular activities without the consent of the administration.

### **Out-of-School Suspension**

In certain serious circumstances, it may be necessary to suspend a student from attending school for a period of time. During the period of such a suspension, students may not visit the school during the school day, take part in any school activities or attend any functions at the school or that is school-sponsored but held elsewhere. All academic work missed during an out-of-school suspension must be made up according to the schedule established for making up work when absent. Makeup work is the student's responsibility.

### **Student Rights and School Suspension**

Recent court rulings have defined certain student rights with regard to suspension from school. The procedural requirements of due process in regard to suspension stipulate that three (3) elements be present prior to suspension:

The student must be: told the nature of the charges, given an opportunity to respond; and if he or she denies the charges, a statement of the evidence supporting the charges will be presented. All this can be done informally, with the charges and supporting evidence delivered orally or in writing.

The court has further recognized that, as an exception to these rules, emergency circumstances could exist under which a student could be immediately suspended and removed, if posing a physical threat to persons or property. In such cases, however, the hearing will be scheduled as soon after the suspension as possible.

Any student suspended three (3) times in a school year or for nine (9) days will meet with the principal to discuss their continued status at Oakmont.

Any student suspended five (5) times in a school year or accumulating more than fifteen (15) days of suspension time will have their record reviewed at an expulsion hearing with the Superintendent.

## Expulsion

Expulsion is the result of the most serious offenses as it denies educational access at Oakmont. Students violating our Chemical Health Policy, or School Reform Law 37H/37 H1/2 (see Appendix B), or repeatedly violating school rules, and/or disrupting the educational process, and/or harming other members of the school community, may be subject to a Principal's hearing with a recommendation for permanent removal from the school.

### **Expulsion: Controlled Substances, Dangerous Weapons, Assault Upon Staff**

In accordance with the Education Reform Act of 1993, Chapter 71, Section 37H and 37H ½, and Chapter 222 of the Acts of 2012, An Act Relative to Student Access to Educational Services and Exclusion from School, a student may be subject to expulsion according to the following regulations:

- A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife: or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- B. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- C. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing: provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.
- D. After said hearing, a principal may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- E. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of the appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be solely limited to a factual determination of whether the student has violated any provisions of this section.
- F. When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of the school district to which application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reason for said expulsion.

### **Suspension/Expulsion: Felony Complaint or Conviction**

In accordance with the Education Reform Act of 1993, Chapter 71, Section 37H½, the following disciplinary action may be taken upon a felony complaint or conviction:

- a. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal may suspend such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall

receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of the right to appeal and the process for appealing such suspension: provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such a decision shall be the final decision of the school district with regard to the suspension.

b. Upon the student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal may expel such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of the right to appeal and the process for appealing such expulsion; provided, however, that such expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent in writing of the request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such a decision shall be the final decision of the school district with regard to the expulsion. Upon expulsion of said student, no school or school district shall be required to provide educational services to such student.

### **Expulsion: Other Offenses**

For the commission of any offenses not included within Massachusetts General Laws Chapter 71, Section 37H and 37H½, the principal may refer the student to the School Committee with a recommendation from the Superintendent for expulsion pursuant to General Laws Chapter 76, Section 17. Any student who is referred to the School Committee for an expulsion hearing shall be notified in writing of an opportunity for a hearing, of the right to be represented by counsel at the hearing, and of the right to present evidence and witnesses at said hearing before the School Committee. The School Committee shall hold a hearing with the student's parent or guardian as soon as possible after the principal's referral to an expulsion hearing. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to counsel. The School Committee shall render a decision within five (5) calendar days of the hearing. Such a decision shall be the final decision of the school district with regard to the expulsion.



## Disciplinary Guidelines

Five levels of disciplinary violations, along with the consequences for breaking school rules, have been established. It should be noted, however, that the listing of these violations cannot anticipate every eventuality that would require a written policy. Where such policies do not exist, the administration will formulate and recommend them, and they will be considered in effect until modified or rejected by the School Committee.

### Disciplinary Offense Code Levels

#### LEVEL I Offenses and Consequences

ID violation; loitering; misconduct in class or out of class; pass violations; public display of affection; unexcused tardy to school, homeroom or class.

1<sup>st</sup> Offense = 1 teacher or administrative detention

2<sup>nd</sup> Offense = 2 teacher or administrative detentions

3<sup>rd</sup> Offense = 3 teacher or administrative detentions

DRESS CODE VIOLATIONS (refer to page 26)

1<sup>st</sup> Day's Offense – 1 administrative detention

2<sup>nd</sup> Day's Offense – 3 administrative detentions and parent notification

3<sup>rd</sup> Day's Offense – 1 day suspension

#### LEVEL II Offenses and Consequences

Dishonesty to administrators, faculty, or staff; disruptive or inappropriate behavior in class or out of class that leads to referral to an administrator; failure to be in assigned area; failure to attend assigned teacher or administrative detention; false identification; forgery; inappropriate language; minor technology misuse; propping an outside door during school hours; refusal to sign a detention; trespassing in a teacher's workspace or using teacher's equipment or supplies without permission; truancy;

1<sup>st</sup> Offense = 3 administrative detentions

2<sup>nd</sup> Offense = 5 administrative detentions

3<sup>rd</sup> Offense = 2 day suspension

#### LEVEL III Offenses and Consequences

ELECTRONIC CODE VIOLATIONS (refer to page 28)

1<sup>st</sup> Offense = 1 administrative detention; electronics will be returned to student at dismissal

2<sup>nd</sup> Offense = 3 administrative detentions; electronics will be returned to student at dismissal

3<sup>rd</sup> Offense = 1 day suspension; electronics will be returned to parent/guardian at readmittance conference

#### LEVEL IV Offenses and Consequences

Accumulation of administrative detentions, minor infractions or tardies; bullying; continued PDA's; extortion; gross disrespect to persons of authority by word or action; harassment; hazing; homophobic comments; instigating or gossiping with malicious intent or impact; insubordination; leaving or returning to school grounds without permission; major technology misuse; making a false accusation of a serious offense; nonconformity to school rules; obscene, vulgar or defamatory language, gestures, or actions directed toward another individual; obstructing an administrative investigation; possession and/or distribution of obscene material in printed or electronic form; racial or ethnic slurs; taunting or disrespect; theft; trespassing on school property; unwelcome inappropriate physical contact; vandalism.



Administration reserves the right to reduce the length of a suspension if the student is honest and cooperative at the start of an investigation.

1<sup>st</sup> Offense = 3 day suspension

2<sup>nd</sup> Offense = 5 day suspension

3<sup>rd</sup> Offense = possible suspension for up to 10 days or expulsion from school

### **VIOLENT OFFENSES AND CONSEQUENCES** (refer to page 40)

Assault; credible threat to another student or to a staff member; fighting

1<sup>st</sup> Offense = mandatory suspension up to 10 days

### **LEVEL V Offenses and Consequences**

Bomb threats; civil rights violations; conspiracy to commit a crime or offense; any illegal acts committed during or after school hours; possession, use of, or attendance after the use of alcohol, drugs, vaporizing devices, drug paraphernalia or tobacco (see Chemical Health Policy page 25); pulling of false fire alarms; weapons or incendiary devices;

1. Law enforcement officials may be notified.
2. Punishment will incorporate penalties outlined in Level IV at the discretion of an administrator as well as referral to the School Committee by the Superintendent with all legal requirements prescribed, including exclusion from school.

## **Discipline of Students With Disabilities**

In general, all students are expected to meet the requirements for behavior as set forth in the AWRSD student handbooks and the school's code of conduct, unless otherwise determined by the Individualized Education Program (IEP) process. All students receive prior written notice regarding the school's code of conduct as described in the handbooks. Provisions and procedural protections of law for students with disabilities who have an Individualized Education Program (IEP) or Section 504 Accommodation Plan are outlined below.

### Procedures For Suspension Not Exceeding Ten (10) School Days:

- Students with disabilities may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same as for students without disabilities.

### Procedures For Suspension When Suspension Exceeds Ten (10) School Days:

- If a student with a disability is suspended for more than ten (10) school days in a school year, either cumulatively

Find

1 of 16

Context:

- (for example, the student is suspended for three school days on four separate occasions) or all at once, this

- The AWRSD Bullying Prevention and Intervention Plan is a removal is considered a “change of placement”. A change of placement invokes certain procedural protections under federal special education law and Section 504.
  - No later than the date of the start of any disciplinary action, the Principal must notify the parent or guardian of the decision and provide written notice of procedural safeguards.
  - The Principal must also immediately notify the Director of Pupil Services of students with disabilities who are suspended for ten (10) or more days or who are nearing their tenth (10th) day with a school year. Notification must be in writing.
- Prior to any removal that constitutes a change in placement, the school will inform the parent or guardian that the law requires the school district to consider whether or not the behavior that formed the basis of the disciplinary action was caused by or had a direct relationship to the student’s disability or was a direct result of the school district’s failure to implement the IEP. This consideration is called a “manifestation determination”. Parents and guardians have a right to participate in this process along with school administrators and relevant team members. All relevant information in the student’s file will be considered including evaluation and diagnostic results, observational data, the student's IEP or Section 504 Plan, behavior intervention plans, information provided by the parent, guardian and student.
- At a manifestation determination meeting, the team will consider: Did the student’s disability cause or have a direct and substantial relationship to the conduct in question? Was the conduct a direct result of the school district’s failure to implement the IEP?
  - If the manifestation determination decision is that the disciplinary action was related to the disability, then the student returns to school prior to the 11th day (unless under special circumstances or if the parent/guardian and district agree otherwise). The team will review and examine the patterns of behavior and discuss appropriate responses to support the student, including assessments and/or changes to the IEP as necessary. This may include but is not limited to completion of a Functional Behavioral Assessment (FBA) if not already/previously recently completed and behavioral intervention plan and/or modification of an existing behavior plan to address the behavior so that it does not recur.
  - If the manifestation determination decision is that the disciplinary action was not related to the disability, then the school may impose sanctions applicable to all students to suspend or otherwise discipline the student according to the school’s code of conduct. During the period of time of removal from school that exceeds ten (10) school days, the school will provide educational services that will meet the student’s unique needs, allow them to make progress in the general curriculum and to continue to receive services identified in their IEP, including services to address the problem behavior(s).

#### Special Circumstances For Expulsion:

- Special circumstances exist if a student: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily injury (i.e. substantial risk of death, extreme physical pain, protracted/obvious disfigurement and/or protracted loss or impairment of the function of a bodily member, organ or mental faculty) upon another person at school, on school premises or a school-sponsored event/function. Under these circumstances, the school district may unilaterally remove a student with a disability to an Interim Alternative Educational Setting (IAES) for up to forty-five (45) school days.
- The district will ensure that while the student is placed in the Interim Alternative Educational Setting (IAES), the student will be provided educational services that will meet their unique needs, allow them to make progress in

the general curriculum and to continue to receive services identified in their IEP, including services to address the problem behavior(s).

- At the conclusion of the forty-five (45) school days, the student will return to the previously agreed upon placement unless the parent or guardian (or student if over age 18) consents to an extension of the Interim Alternative Educational Setting (IAES) or an order is obtained authorizing the student's continued removal.

#### Hearing Officer Authority:

- If a special circumstance as noted above does not exist but the student is a danger and substantially likely to injure themselves or others, the school district may remove the student to an Interim Alternative Educational Setting (IAES) by obtaining authorization from a court a Bureau of Special Education Appeals (BSEA) Hearing Officer or with parent or guardian consent.

## **Discipline of students with 504 accommodations**

The disciplining of students on Section 504 plans is governed by civil rights law and the regulations promulgated thereunder.

If a student with a Section 504 plan has violated school rules, the school may suspend the student from his or her educational placement for up to ten school days without consideration of manifestation rights. If a student with a Section 504 plan is suspended for more than ten days in a school year, the team must conduct a manifestation determination.

During a manifestation determination meeting, if the team answers yes to either of the following questions, the student's conduct is considered to be a manifestation;

1. Was the conduct in question caused by or did the conduct have a direct and substantial relationship to the student's 504 determination; or
2. Was the conduct in question the direct result of the district's failure to implement the 504 plan?

When the conduct in question is deemed to be a manifestation of a student's 504 determination, the team must conduct a functional behavioral assessment and implement a behavior intervention plan. Regardless of whether a behavior is deemed to be a manifestation or not, the district is obliged to provide services that will enable the student to continue to receive a free appropriate public education.

School personnel may order a change in the placement of a student on a section 504 plan to an interim alternative educational setting for up to forty-five (45) days if a student 1. carries a weapon to school or to a school function; or 2. knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or at a school function. Under the described circumstances in this section, or if the removal of a student will constitute a change in the student's placement, a student's 504 team may convene to review the student's educational program and the misconduct.

## Support Services: Cafeteria, Guidance, Health, Library, Special Education and Transportation

### Bus Transportation

Bus transportation to and from school is provided for all students living one mile or more from school. Eligible students must ride their assigned bus and are not allowed to ride a different bus.

All students riding buses are under the direct supervision of the bus driver. Bus trips and bus stops are extensions of the school day. Students are expected to conduct themselves in a responsible manner and are expected to follow all school rules on the bus and at the bus stop. Once boarded, students must remain seated until the bus has reached the school or the student's bus stop. Excessive noise, profanity or any behavior distracting the bus driver or endangering others will not be tolerated. Possession or use of Alcohol, Tobacco or Drugs is prohibited on all AWRSD transportation. Students violating school and bus safety rules may be denied bus transportation.

Please refer all bus problems to the AWRSD Superintendent's office at (978) 827-1434.

**Video cameras have been installed on the school buses and activities on the buses will be recorded.**

### Cafeteria/Food Services

Chartwell's serves a nutritious hot lunch with many choices. An extensive a la carte program is also available including a morning Bagel Bar. There is no charge for a complete student breakfast and/or lunch. However, a la carte items are not free of charge.

### Online Payment for School Breakfast and Lunch

A prepayment system is available online. To access these services:

1. Simply go to the district web site at [www.awrsd.org](http://www.awrsd.org)
2. Click on the Food Services link.
3. Click on the MyNutrikids.com link. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number and school ZIP code.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts at one time will only be assessed the \$1.75 fee once per deposit transaction. **Ashburnham Westminster Regional School District and Chartwells** do not profit from the use of this site.

- A recommendation would be to deposit more money less often to avoid the \$1.75 fee assessed at each

If you wish to pre-pay by check, please make payable to: Oakmont Food Service OR AWRSD Food Service.

### Cafeteria Rules

- Students are required to report to the cafeteria for their assigned lunch period. Students found in other areas of the building during their scheduled lunch without an authorized pass will be subject to disciplinary action.
- Students are to conduct themselves in a reasonable manner in the lunch lines and in the cafeteria. No running or pushing in lines; no cutting into a line; purchase only one lunch at a time.
- Students are responsible for leaving the table and the surrounding area clean. This implies that students must
- empty all trays in proper receptacles and return trays to the designated area after eating, and dispose of all lunch bags, wrappers, beverage containers etc.
- Students who by their behavior indicate that they cannot act in a responsible manner in the cafeteria may lose the privilege of eating in the cafeteria. Students who throw food or anything else, or tamper with other student's food will be subject to disciplinary action.
- Students in violation of cafeteria rules may be assigned clean-up detail, detentions or other sanctions as needed.
- Students will be dismissed from the cafeteria by the supervisors.

### Free or Reduced Lunch

A form is given to each student on the opening day of school so that they may apply for free or reduced price meals. The free or reduced price meals are based on Federal Standards, which are determined by the family size and maximum gross income of the family. These forms should be filled out and returned to the Administrative Office as soon as possible in order for the student to participate in the program at the earliest possible date. Forms are available in the main office all year.

Last year's list of students will carry over until Oct. 15<sup>th</sup>. Parents need to submit an application every year to qualify. They should get these applications in ASAP so they are approved by the Oct. 15<sup>th</sup> deadline. Checks can be dropped off in the main office or cafeteria.

### School Counseling Department

School counselors are available to provide assistance to students. Visits to the school counseling office are by appointment during the regular school day. No appointment is necessary to consult with a counselor before or after school, or in cases of emergency. Counselor responsibilities are as follows:

Mr. Pilger: All students with last names A-F 978-827-5907 ext. 2163  
 apilger@awrsd.org

Mr. Bradley: All students with last names G-O 978-827-5907 ext. 2159  
 pbradley@awrsd.org

Counselors assist students by helping them assess and understand their abilities, aptitudes, interests and their educational and vocational needs. They may also assist students in the resolution of personal problems. Other services performed by the Oakmont School Counseling Department include testing, job placement and college placement. Parents/guardians are invited to contact the guidance department (827-5907 ext. 2161) if any problems arise concerning their child's progress in school.

The school counseling library, which contains a large collection of occupational literature, school and college bulletins, scholarship brochures and other guidance resources, is located within the school counseling suite. Students desiring to use this facility must secure a pass from the school counseling secretary before the school day begins.

### Health Services

The school nurse is primarily responsible for the administration of emergency care. Emergency care is limited to first aid only. First aid is defined as the immediate and temporary care given in order to prevent further injury until medical care may be secured. All medical treatment is considered outside the area of school responsibility. Follow-up care of the student is entirely the responsibility of the parent or guardian. Students should consult the School Nurse when they have any concerns or questions pertaining to health issues. Any student who wishes to see the nurse during school time must secure a pass from the classroom teacher and report directly to the nurse's office.

The role of the School Nurse includes:

- Providing acute and emergency care for students and staff
- Conducting mandated screenings
- Health counseling and education when needed
- Medication administration and assessment
- Planned care for students with special medical needs
- Data evaluation in terms of immunizations and screenings
- Providing resources to access primary health services
- Communicable disease control
- Promoting environmental health and safety
- Providing linkage to community resources

When should a student stay home from school?

- If student has a contagious illness such as Covid19, strep throat, flu, or chicken pox
- If student has a fever of 100 degrees or higher within the past 24 hours
- If student has had vomiting or diarrhea within the past 24 hours
- If student has red/pink eye or has drainage from the eyes
- If student has head lice or nits (in this case, the student must be seen by the School Nurse before returning to school.)
- If student does not have proof of all required immunizations

If a student is absent due to temporary medical reasons, the main office must be notified. In order for an absence to be excused, a doctor's note is required. If a student is out of school for an extended period of time

because of medical issues, please notify the School Nurse. It's important to maintain communication with the School Nurse about any health concerns you may have.

When a student has been evaluated by emergency/medical personnel, including mental health professionals, outside of school hours, hospitalized, or has been transported from school grounds by ambulance, a readmission meeting is required with the parent or guardian prior to returning to classes. This meeting will ensure that appropriate health supports are in place for the student's safe return to school.

### Physical Examinations

---

The Massachusetts Department of Public Health requires that students have periodic physical examinations. All students during the grade nine (9) year are required to have a physical exam either by their family physician or by the school physician. All students new to Oakmont, regardless of grade, must furnish a copy of a current physical exam before they begin classes. The physical form must be on file with the School Nurse.

### Physical Examinations for Competitive Sports

---

All students who participate in competitive sports must have a physical examination annually. The physical must be done prior to participation in the sport, which includes pre-season practice. The physical exam may be done by an athlete's physician or the school physician by appointment. The physical exam form must be forwarded to the school nurse practice or competition begins. The physical exam form must include the date that the physical was given and state whether or not the student is physically fit for participation in competitive sports. SUGGESTION: A physical exam in late June or during the summer months would allow an athlete to compete in sports all of the next academic year with a valid physical.

### Medical Excuse from Participation in Fitness Classes

---

A parent or guardian may request, via the nurse, that a student not participate in fitness class activities for two consecutive fitness classes due to minor illness or injury. Students must submit a written request to the school nurse before 7:30 A.M. on the day of the fitness class. Any student who will not be able to participate in fitness class activities for more than two consecutive fitness classes must have written documentation from the student's physician or health practitioner. The written note must be submitted to the school nurse by 7:30 A.M. on the date of the request. The school nurse will process a medical excuse form that will be sent to the fitness teacher, main office, and the school counseling office. The excused student will be expected to report to the fitness class to check in with the teacher.

### Immunization Requirements

---

The Massachusetts Department of Public Health requires that students be properly immunized. All students attending Massachusetts's schools must comply with this requirement. The only exceptions that can be made are for religious and medical reasons. At Oakmont Regional High School all students' records are reviewed annually at the beginning of the school year. The school nurse will notify parents or guardians of children who are not properly immunized. Failure to do so will result in the student's exclusion from the school until requirements are met.

### Postural Screenings

---

The Massachusetts Department of Public Health requires that postural screening be done annually for all students in grades 5 - 9. Postural screening is done to detect early curvature of the spine or other postural defects. Parents or guardians will be notified if any postural problems are detected.



## Vision and Hearing Testing

Grade 9 students will have vision and hearing tests done during the freshman year. Parents or guardians will be notified if a student fails either test, a referral letter will be sent home. The letter will indicate that the child is to be evaluated by a physician. A letter from the physician written findings and recommendations must be returned to the school nurse if a student has failed either test.

## Height and Weight Recording

Grade 10 students will have their height and weight measured and recorded during the sophomore year.

## Illness or Injury During the School Day

Any student who becomes ill or is injured during the school day must report to the school nurse. Under no circumstances should an ill or injured student leave Oakmont Regional High School without being dismissed by the school nurse. The student will be dismissed, if necessary, through the nurse's office, according to the dismissal procedure.

## Medication Administration Policy

All medications at Oakmont are to be administered or supervised by the school nurse in the health office. Students are not to be in possession of any medications in school without permission from the nurse. *No narcotic pain medications will be administered by the school nurse.* Prescription and "over the counter" medications will be administered only by the school nurse under the following conditions:

### **For each Prescription Medication the school nurse must have:**

1. A written order from a licensed prescriber and/or the original labeled pharmacy container. The written prescription order is needed for all long-term medications, over ten days.
2. Written permission from a parent or guardian
3. The original labeled pharmacy container if medication is to be given for 10 school days or less.

### **For each "Over the Counter" Medication the nurse must have:**

1. Written permission from a parent or guardian. This includes medicine such as Tylenol, aspirin, etc.

Medication orders must be reviewed and re-filed yearly by law for prescription or "over the counter" medications. Medication order forms are available in the health office.

## Library Services: David A. Nims Library

The mission of the Nims Library is to provide up-to-date, quality resources for students and faculty; teach library usage and research skills; promote love of literature and life-long learning; and provide a comfortable and supportive environment for study, reading, research, and quiet social conversation. Nims Library is typically open from 7:20 A.M. to 3:15 P.M. Students are allowed to access the library at any time with a pass from their teacher unless the library is booked. Students are expected to sign into the library upon arrival and out of the library upon departure. The library is a valuable resource of materials helpful in completing class assignments and for recreational reading as well. Students may borrow those materials designated by the librarian as "circulating" and are responsible for the replacement of items damaged or lost while on loan. The privilege to borrow library materials and the duration of the loan period are determined by the librarian based on instructional needs and outstanding student bills. Library materials include, but are not limited to, books,



newspapers, magazines, DVDs, videotapes, and computers with CD-ROM and Internet capabilities. The library catalog and subject-specific databases are available through the school web page at <https://oakmontlibrary.weebly.com/>.

### Computer Usage

Oakmont computers are not to be used for commercial activities or any activities in violation of the *Ashburnham-Westminster Regional School District Acceptable Use Policy See Appendix E*. Violators will lose computer privileges and be subject to further disciplinary action. Please click [here](#) to review the district technology resources.

## Student Activities

### Athletics

One of the objectives of Oakmont Regional High School is to have a well-rounded athletic program. Permanent values, such as fair play, loyalty, team work, responsibility, resourcefulness, determination, and leadership are gained from a sound athletic program. Every student is encouraged to participate in one or more sports. Oakmont athletics is governed by rules of the Massachusetts Interscholastic Athletic Association.

The M.I.A.A. has certain rules which extend to all student athletes such as: (a) Students cannot be older than nineteen (19) years of age (Rule 60); (b) Students can compete for only four (4) years after entering the ninth grade. Junior High athletes may not compete with High School athletes unless the two schools are under the same Principal (Rule 54); (c) Students must be living with a legal guardian and have legal residence within the community (Rule 61); (d) Students cannot practice or be scheduled for more than one activity per day (Rule 56); (e) Students must adhere to Oakmont's Chemical Health Policy (see page 25).

### Athlete/ Activity Participant Chemical Health Policy

Any athlete or co-curricular activity participant in the Ashburnham-Westminster Regional School system is a highly visible representative of the Ashburnham-Westminster Regional School District. Because our school system has a 100% zero tolerance policy for alcohol, drug, and tobacco use, we expect that our athletes and activity participants will maintain behavior that upholds this policy at all times. Remember, students choose to become student athletes and/or activity participants. That choice also includes the responsibility of living up to Oakmont's values. If students choose to participate in co-curricular activities or athletics, we ask that they commit to a healthy lifestyle and agree not to engage in risk behaviors that include tobacco, alcohol, or illegal substance abuse.

The following Massachusetts Interscholastic Athletic Association (MIAA) Provision (rule 62.1, page 56, MIAA Handbook) that is mandatory for all Oakmont athletes, is also binding for all student athletes and co-curricular activity participants in the District:

"From the first allowable day of fall practice through the end of the academic year or final competition of the year, 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; marijuana; steroids; or any controlled substance. This policy includes products such as NA or near beer. It is not a violation for a student to be in possession of

a legally defined drug specifically prescribed for a student's own use by their doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements."

The above policy is in effect at all times, whether in school or outside of school.

The administration will investigate alleged Chemical Health Policy violations that occur off campus when credible evidence is presented that a violation has taken place or when the administration is notified by police authorities that a violation has taken place.

In addition, student athletes and co-curricular activity participants who attend student gatherings where they find that alcohol is present, the illegal use of controlled substances is prevalent, and/or tobacco products are in use, are expected to exercise their better judgment and remove themselves from this situation as soon as they become aware that these actions are taking place. If the Principal is notified by police authorities, or credible evidence is presented by a legitimate source, that student athletes and/or co-curricular activity participants have been present at an event where illegal activities have taken place, the Principal will conduct an investigation to determine whether or not the student athletes and/or co-curricular activity participants were involved in the illegal activity. If the Principal determines that the student athletes and/or co-curricular activity participants were directly involved in illegal activities, student will impose sanctions in accordance with the MIAA Chemical Health Policy. If the Principal determines that the student was present during illegal activities, but not actively participating in those activities, the student will receive a written warning and parents will be notified. Subsequent violations may be sanctioned.

Students who do not choose to participate in co-curricular activities or athletics are strongly encouraged to maintain a healthy lifestyle by not engaging in risk behaviors that involve tobacco, alcohol, or illegal substances. If the school administration becomes aware that students who are not co-curricular participants or student athletes are involved in risk behaviors during non-school hours off campus, parents will be contacted. Restrictions involving student parking or attendance at after school events may be considered.

#### **FIRST VIOLATION MINIMUM PENALTIES:**

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. 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. Any fractional part of an event will be dropped when calculating the 25% of the season.

Co-curricular advisors will take steps that mirror, as closely as possible, the above standard. The MIAA Chemical Health policy will be enforced for all student athletes, however the Principal may choose to consider extenuating circumstances when deciding the final disposition of situations involving co-curricular activity participants.

#### **SECOND & SUBSEQUENT VIOLATIONS AND MINIMUM PENALTIES:**

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, penalties will be determined by the current or next season of participation. Any fractional part of an event will be dropped when calculating the 60% of the season.

Co-curricular advisors will take steps that mirror, as closely as possible, the above standard. The MIAA Chemical Health policy will be enforced for all student athletes, however the Principal may choose to consider extenuating circumstances when deciding the final disposition of situations involving co-curricular activity participants.

## Oakmont Athletic Offerings By Season

### Fall

Football (F,V,JV)  
Boys' Soccer (V,JV)  
Girls' Soccer (V,JV)  
Field Hockey (V,JV)  
Boys' Cross Country (V)  
Girls' Cross Country (V)  
\*Cheerleading (V,VJ)  
\*Golf (V)

### Winter

Boys Basketball (V,JV)  
Girls Basketball (V,JV)  
Boys' Ice Hockey (V,JV)  
\*Cheerleading (V, JV)  
Boys' Indoor Track (V)  
Girls' Indoor Track (V)

### Spring

Baseball (V,JV)  
Softball (V,JV)  
Boys' Lacrosse (V,JV)  
Girls' Lacrosse (V,JV)  
Boys' Outdoor Track (V)  
Girls' Outdoor Track (V)  
Unified Track and Field

NOTE: Oakmont students may compete on the Monty Tech wrestling team in the winter under a cooperative agreement. \*Offering contingent upon budget approval.

All students have the opportunity to participate on sports teams consistent with their gender identity.

**(V=Varsity, JV=Junior Varsity)**

## Ineligibility for Co-Curricular Activities

A student is ineligible to participate in athletics and other co-curricular activities (e.g., athletic practices, games, clubs, aides, musicals, dramas, club field trips, social functions, etc.) if student does not secure a passing grade in three (3) out of four (4) blocks in a term. Eligibility will be determined by the previous final TERM grade before the season of activity. For example, fall eligibility is based on the Semester II Term 2 grade, NOT the final course grade.

*Ineligibility will take effect at the end of the second full school day after the report cards are posted online and sent out via email. This will allow time for correcting any grading errors that may occur.*

Unless the grade status has changed (i.e., an incomplete grade changed to a passing grade), the student will remain ineligible until the next report card is issued. Provisions for review of eligibility may be made at Progress Report time which may result in changing a student's eligibility to practice only.

Students with unpaid school bills are also ineligible for participation until obligations are met, ie: lost books, lost uniforms, class dues, etc. Ten school days after Report Cards are received, a financial ineligibility list will be published. At that point students on that list will be ineligible to participate in co-curricular activities.

## Attendance Requirements for Participation in Co-Curricular Activities

Students must be present for school to be eligible for participation in co-curricular activities and sporting events. To be considered present for school, a student must attend at least two instructional blocks. The Principal, or his designee, may permit an absent student to participate in co-curricular or sporting events under extraordinary circumstances.

Students who are scheduled for after school detention may not participate in co-curricular activities and sporting events until the detention is served.

## Behavior Expectations During Co-Curricular Activities

Oakmont Regional High School is committed to encouraging and promoting the high ideals of good behavior, sportsmanship, integrity and ethics at all co-curricular events. The behavior at any school function must be consistent with the behavior guidelines outlined in this handbook. We are constantly judged in terms of our conformity to the accepted rules of good behavior. By our actions we reflect credit or discredit to ourselves, our family and those community institutions responsible for instilling values which result in socially acceptable conduct. Oakmont students should conduct themselves in a manner which will display the training they have received both at home and in the various community organizations with which they are associated.

Good sportsmanship is important. It is one of the fundamental reasons for having an athletic program. If the athletic program of our school does not develop good sportsmanship, it cannot be considered successful even if the teams are victorious.

As players or spectators, students and adults are expected to demonstrate the proper respect for all coaches, teammates, officials, opponents, spectators and equipment. They must be aware of the obligation to demonstrate their loyalty to themselves, their school and their team. They must exhibit the highest level of conduct both on and off the athletic field as they are, at all times, a representative of their team, school and community. The [MIAA taunting rule](#) applies to all athletic events.

## Course and Co-Curricular Fees

Certain courses and co-curricular activities that involve extra expense for materials, supplies, transportation etc. beyond the school budget may require fees. These fees will be determined once the school budget is set for the year. Students will be billed by teachers, coaches or advisors for these fees. A waiver form is available in the office for those students that may be unable to afford the fees.

## Co-Curricular Activities

Oakmont provides many opportunities for co-curricular activities. In order to receive a well-rounded education, students should take advantage of the programs offered by the various clubs, organizations and athletic offerings. If students have hobbies or special interests not already represented in the co-curricular activities, it is possible for them to consult the administration for procedures concerning the formation of a new club.

Each organization must have a faculty sponsor to sanction and supervise all club activities. All programs must be held in locations approved by the school administration. Students are expected to remain in these assigned areas during their scheduled activity.

All participants in co-curricular activities are required to sign the Oakmont Athlete/Activity Chemical Health Policy along with a parent. This policy binds the participant to the Oakmont Chemical Health Policy both in and out of school.

Use the link for the [OAKMONT EXPLORERS PAGE](#) for co-curricular activities descriptions.

### Field Trips

Field trips are recognized as a meaningful extension of classroom learning and are offered both as enrichment and as part of the curriculum. Students are responsible for notifying all of their teachers at least one week in advance of the field trip and they are responsible for completing any academic work missed because of attendance on a field trip. Students must have the permission of all of their teachers to attend a field trip and may be prevented from attending because of academic reasons, such as a scheduled test or presentation. Written assignments given on the day of a field trip are to be made up in the same manner as work missed due to illness. Long term projects will be submitted on the due date as scheduled. Exceptions may be considered by the teacher.

In order to go on a field trip, a student must have a "Field Trip Permit" filled out and signed by a parent or guardian. Medications on field trips follow Oakmont policy. The school nurse may delegate a teacher to dispense medication during the field trip. Students participating in a field trip are expected to conduct themselves in a responsible manner and are expected to follow all school rules. Students may be prohibited from going on field trips for behavioral or academic reasons at the discretion of the teacher or administration. Should a student be excluded from an academic field trip, the student will be given an alternative assignment in the class that is involved in the trip. On field trips where brown bag lunches are brought, only unopened canned soft drinks will be allowed.

### National Honor Society

The objective of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Oakmont. The election of members to the National Honor Society is by faculty council. Eligibility standards are specified in the NHS bylaws which are available online [here](#). The members shall be selected based on scholarship, service, leadership and character. All candidates for active membership will be members of the junior or senior class. In order to continue membership, students must maintain the standards that were the basis of their election to the Society.

\* Please contact the NHS Advisor for more detailed requirements for selection to NHS.

### School Dances

School dances may be sponsored by any school group. Groups desiring dances must work through their advisors and the administration, who will see that the necessary forms are filled out and dates cleared. Forms

are available in the main office. Do not make contract commitments before you have administrative approval. The Principal must approve all contracts.

The following rules are observed at all school dances:

1. Students will conform to all school rules.
2. Non Oakmont guests are not allowed without a signed guest pass, authorized by the Oakmont administration and the guest's school administration prior to the event. Guests are required to follow all Oakmont rules. The administration reserves the right to disapprove any guest.
3. Any student leaving before the end of the dance is required to sign out.
4. Having signed out, the student must leave the dance, and school property. Students who have left the dance are not allowed to return.
5. Middle School students are prohibited from attending High School Dances and the reverse applies as well.
6. Guest passes will not be granted for guests over the age of twenty (20). (Exceptions may be granted by the administration for enrolled students who are over twenty years of age.)

Behavior at any school function must be consistent with the standards of decency, maturity, and respect that we expect from all members of our school community. Attendance at an Oakmont dance or activity is a privilege, not a right. All students and guests at Oakmont dances and activities are expected to observe the following behavior guidelines:

No movements or gestures that simulate sexual activities. (No grinding.)

Partners' hands must remain above the waist and avoid sensitive areas.

No movements that could cause injury are permitted.

No excessive public displays of affection.

Students and guests who do not follow these guidelines will be asked to leave the dance or activity.

## Senior Year Activities

Senior year is unique in both the privileges and opportunities it affords and the special requirements placed on seniors. We urge seniors to choose a challenging and rigorous educational program based on their individual goals and to fully participate in senior class activities. The following information is offered regarding senior year:

Senior Status: Only students who have earned eighteen (18) credits will be considered members of the senior class.

Graduation Participation: Members of the senior class who have earned twenty six (26) credits and have met all graduation requirements (see page 13) are welcome to participate in the graduation ceremony. In addition, seniors are required to pass the equivalent of six (6) full credit courses and earn six (6) credits. Seniors are also allowed no more than seven (7) unexcused absences during second semester senior year.

Graduation Participation Waiver: Members of the senior class who do not meet graduation participation requirements may request a waiver that will enable them to participate in graduation by submitting a written request to the Principal by May 12<sup>th</sup>. The written request must clearly indicate why the student should be allowed to participate in graduation and how they intend to complete graduation requirements in the future. The Principal will form a committee with representation from the faculty, Guidance, and the administration to review each request.

Senior Class Activities: The following events are sponsored by the senior class and are an important part of senior year:

**Yearbook Packet** – All seniors are asked to submit a photo and completed packet for the Yearbook by September 10th, 2021. Remember, your photo and yearbook information is the way you'll be remembered by your classmates.

**Halloween Party** – The senior class traditionally holds a costume party for members of the class only (no guests). Prizes are awarded for the best costumes. This year's Halloween Party will not be held.

**Junior/Senior Prom** – Juniors and Seniors are welcome to attend and bring a guest, but all guests who are not Oakmont students must be approved by the administration. Tickets must be purchased in advance and all students must be present for school on the day before the Prom. Formal attire is required at the Prom.

**Senior Final Exams** – Seniors take their final exams at the end of May. On final exam days in May, seniors may leave school once they have completed their exams.

**Senior Class Trip** – Traditionally the senior class sponsors a class trip after final exams are completed. The trip is for members of the class only.

**Evening of Reflection** – An inspirational ceremony honoring the Senior Class through speeches and performances given by class members, faculty, and community leaders will be held on the Thursday before graduation. All seniors, parents, faculty, and guests are welcome to attend. Semi-formal attire is requested.

**Class Relays & Senior Barbecue** – Relay races and other class competitions are scheduled for the Friday before graduation. After the competitions, seniors hold a class meeting to read the Class Will and view the Senior Video. All seniors are then invited to attend an afternoon barbecue with the faculty.

**Class Night** – Class night will be held on the Friday prior to graduation. All members of the senior class and their families are encouraged to attend this awards ceremony. Seniors wear their graduation gowns and are seated as a class.

**Senior Reception and Graduation** – Graduation will be held on the first Sunday in June. Members of the senior class attend a reception in the cafeteria starting at 11:30 AM on the morning of graduation. Seniors line up for the graduation ceremony at 12:30 PM. Graduation begins promptly at 1:00 PM.

Graduation is held on the turf field with unlimited seating for guests. In the event of inclement weather, graduation is held in the new gym and seniors are given a limited number of tickets for guests.

\*In keeping with the importance of graduation events, seniors are asked to wear appropriate clothing underneath their graduation gowns. Only honors and awards given by Oakmont Regional High School may be worn during the graduation ceremony.

## Student Government

The underlying assumption in granting governing responsibility to students is that students will use their governing power and influence wisely and responsibly. Electing students who sincerely wish to represent the



interests and concerns of all students is the focus of student government at Oakmont. Elected student leaders should be responsive to the needs of their constituents and conversely, their constituents should demand of them feedback and the opportunity to be heard through their student government.

Any student who is elected to a leadership position is expected to carry out the duties of that position. If an elected officer fails to carry out their duties, a class advisor may request that the principal remove the officer from their office. Student leaders may also be removed from office for academic ineligibility, disciplinary infractions, or for conduct not becoming a student leader. The principal will convene a hearing to determine whether or not removal is justified. If a student leader is removed from office, an election will be held as soon as practical to fill the position vacancy. Any student who is removed from office will be ineligible to run for office for one full year.

### **Election of Student Class Officers**

Students who seek election as Class Officers or Student Council representatives in a given school year must secure a passing grade in all academic subjects, must not have been suspended from school and must demonstrate a satisfactory standard of citizenship. Students must also be in good standing with their respective classes, i.e.; all obligations including dues must be fulfilled. Once elected, class officers and Student Council representatives must maintain the aforementioned election requirements for the full term of their office or will be required to resign from office.

### **Student Officer Election Procedures**

The following election procedures will apply:

1. Each class will elect one student for each office; students cannot run for more than one elective office each year: President, Vice President, Secretary, Treasurer, and Student Council representatives. Students wishing to run for class office must register with the Student Council advisor during a meeting in early May. Candidates' credentials will be reviewed by the Administration, Class and/or Student Council Advisors.
2. Candidates will obtain nomination papers from the Student Council advisor. Each form must contain 25 valid signatures of class members in good standing in their grades. Students will have one week to obtain valid signatures.
3. Students may sign one nomination paper for each class officer position and as many Student Council nomination papers as there are positions available.
4. The week following nominations will be campaign week. Candidates will be required to deliver a nomination speech at their respective class meetings. All campaign materials, posters, speeches, etc., must be approved by the Student Council advisor before they are posted or given.
5. Class officer and Student Council elections will be held at the end of May or early June during an extended homeroom. Voting will be held as in a town election. Ballot counting will be carried out immediately after the elections. Results will be posted at the end of the Election Day on the Student Council bulletin board.
6. There is no provision for write-in candidates. All candidates must fully complete the nomination process and give their nomination speech to be placed on the ballot.
7. 9<sup>th</sup> Grade Class Officer elections will be held in September following the procedures outlined above. Specific dates will be announced at the beginning of the school year.

### **Removal of Class Officers**

Removal of a class officer will be based on the Demerit System outlined below and utilized at the discretion of the advisor or coach:

A. Written responsibilities of Class Presidents, Vice Presidents, Secretaries and Treasurers and will be provided to candidates for each position when they take out nomination papers



B. An elected class officer that does not fulfill their responsibilities may receive demerit from the class advisor and/or majority of the other officers. Officers can receive a demerit for any of, but not limited to, any of the following:

- a. Absence from a scheduled meeting or class sponsored event without contacting the advisor directly 24 hours prior to the meeting or event
- b. Repeated tardies to meetings or events
- c. Not proficiently fulfilling the duties of the office they were elected to
- d. Not following school rules (i.e. receiving detentions)

C. Demerits can be appealed to school administration

D. Accumulation of three demerits during the school year may result in dismissal as class officer

- a. The class advisors must notify the class officer of dismissal within 5 school days of dismissal
- b. The advisors will hold hearing within 5 school days of notification with the class office
- c. A dismissed officer can appeal to an administrator within 5 school days of the hearing
- d. The officer's parents may be present at either or both hearings

E. At the discretion of an administrator, the removed officer may be eligible to run during the next election.

F. If an officer is suspended from school, the officer will automatically be removed for the remainder of the current academic year. At the discretion of an administrator, the removed officer may be eligible to run during the next election.

## Student Council

The Oakmont Student Council is composed of four (4) freshmen, six (6) sophomores, eight (8) juniors, and ten (10) seniors. Members may maintain their membership based on performance and adherence to the Student Handbook and the Student Council Constitution. Four members will be elected in the fall of freshman year. An additional two members will be elected to each class during the spring elections to create the membership numbers as listed above.

The Student Council represents the student body at Oakmont and brings matters of student concern to the Administration and School Committee. It serves as the student voice in school policy and attempts to maintain a positive student attitude and student involvement in our school and community. The Council is responsible for student activities and elections, participates in state and regional conferences in the central district and attends the state conference each year in March.

## Massachusetts Department of Elementary and Secondary Education Student Advisory Council

Two (2) students, from grades 9 through 12, are elected in March each year as representatives to the regional SAC. Members attend monthly meetings to discuss educational concerns and needs in the state and are also active participants in educational decision-making at state and regional levels.

## Student Advisory Council to the School Committee

Eight (8) students, from grades 9 through 12, are selected by the Principal each year as representatives to the Student Advisory Council. The SAC provides an opportunity for dialogue between students and the administration as well as a vehicle for students to have a voice in their educational process at the school committee level. SAC meets twice monthly after school and sends a representative to each regularly scheduled school committee meeting. The SAC chairperson, vice chairperson, and secretary are elected from the membership at the end of each school year.

## Oakmont School Council

Chapter 71 of the School Reform Law of 1993 requires the establishment of school councils in all the public schools in the Commonwealth of Massachusetts. The purpose of the school council is to:

1. Assist and advise the principals in adopting educational goals for their school.
2. Assist and advise the principals in the identification of the educational needs of the students.
3. Assist and advise the principals in the review of the annual school budget.
4. Assist and advise the principal in the formulation of a school improvement plan.

Five student representatives are to serve on the council; the 4 elected presidents of each class as well as the student council president. The remaining committee members will consist of: Principal, Assistant Principal, 5 Teachers Grades 9-12 that will be elected by A.W.T.A., 6 High School Parents that will be elected by parent online vote in September (3 from Ashburnham, 3 from Westminster), and 1 community representative from each town (Westminster and Ashburnham)

### **Oakmont School Council Goals**

Goal #1- Establish a budget that will support all school programs and activities.

Goal #2- Our school will establish clear lines of communication with administration, faculty, parents, and the community.

Goal #3- To insure the provision of meaningful and comprehensive professional development opportunities for all faculty and staff.

Goal #4- Increase successful learning for all students

Goal #5- Provide state of the art facilities and materials to support high academic achievement and create a safe, inclusive, and nurturing environment.

Goal #6: Create a school culture that is nurturing, welcoming, respectful, and responsive.

## School Safety Information

### **Administrative Search Policy**

The school administration retains control over lockers and desk space assigned to students, and regulates admission and parking of automobiles on school grounds. The administration therefore has the right and duty to inspect and search students' lockers and desks, book bags, purses, containers and student or non-student automobiles, if the administration reasonably suspects, upon information received from law enforcement officials or other sources, that drugs, weapons, dangerous illegal or prohibited matter, or goods stolen from school or from members of the staff or student body, are likely to be found therein. The administration also has the right and duty to search a student's person if it has a reasonable degree of suspicion that drugs, weapons, dangerous illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body. The items of such search may be turned over to law enforcement officials for inspection

or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

**Failure to comply with the Administrative Search Policy will result in an automatic ten (10) day suspension and police notification.**

### Age of Majority

One of the most significant laws that concerns Oakmont students was passed by the Massachusetts Great and General Court was the legislation granting the right-to -vote and other “adult” privileges to persons reaching the age of eighteen. While we do not quarrel with the law, we do take a slightly different approach to it. As long as an eighteen-year old student remains at home, we will continue to expect the parent or guardian to discharge the responsibilities that parents and guardians of students under eighteen years must assume. Only upon receipt of a letter from a parent or guardian stating that they no longer wish to be involved and that they expect their son or daughter to assume full responsibility for all their school situations will we allow the eighteen-year old or older student the right to make all his or her own decisions. This right carries with it the responsibility for being totally accountable for those decisions.

### Building Evacuations and Fire Drills

Safety is a top priority at Oakmont. Our students and staff are trained throughout the year in school safety procedures. Working with both town’s police departments we will conduct safety drills each year in case of an intruder or unsafe situation.

#### Fire Drill

The purpose of a fire or building evacuation drill is to safeguard students in the event of an actual fire or evacuation. In each classroom instructions are prominently displayed regarding the route to be used in leaving the building during drills.

All students are expected to observe the following:

1. No talking, stay with your class.
2. Walk swiftly in single file.
3. Be attentive. Obey all directions immediately.
4. Outside the building move quickly to your assigned location and find your teacher- check in for attendance.
5. On the return signal, return to the building in an orderly fashion. Return at once to the room that you left on the fire drill/evacuation signal.

#### Building Security Alert

In the event of a building security concern a loudspeaker announcement from the administration will be made. Instructions will be given to secure classrooms. Teachers will make sure that students are secure in their classrooms with doors shut and locked and students not visible from doors. Any students in the corridor will be taken into adjacent classrooms upon the alert. Teachers will await further instructions from the administration. If evacuation is necessary we will follow existing procedures.

## ALICE Procedures

The basis of this protocol is rooted in its acronym - ALICE. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. These are the options students and teachers have in a dangerous situation. The staff and teachers are trained to use any one or more of these strategies to help get them to safety based on the information that they see or hear in a dangerous situation. Because every situation is different with limitless possibilities, the ALICE procedures allow students and staff to make decisions in the moment that they feel will lead to individual safety. It is important to note that in the event the school is closed for investigation or emergency, students may be relocated to a pick up location under the direction of law enforcement and school administrators. Parents will be made aware of the reunification location as soon as possible and will be able to pick up when safe to do so.

### Parent Visits

Parents and visitors must report to the Main Office upon entering the building. If a parent wishes to meet with a teacher, please contact the teacher directly to schedule a time and place for the meeting.

### Pass System

Students will not be allowed to leave any classroom or activity period without an authorized pass from the teacher in charge. Students are to report as quickly as possible to the destination specified on the pass. Failure to adhere to this rule will result in disciplinary action. Any student who abuses the pass system may have that privilege revoked by the administration.

### Visitors/Shadowing

Students from other schools are generally not permitted to visit during the school day. Any exceptions must be approved by the administration. Orientation days for 8<sup>th</sup> graders are scheduled in November and an orientation day for school-choice students is scheduled in April.

## DISCLAIMER of STUDENT HANDBOOK

The laws, School Committee policies, and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Oakmont Regional High School. In addition to these written provisions, there may be times where, to further insure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance, or school committee policy not written in this handbook. If a new law or ordinance, or school committee policy is passed, it supersedes current rules.

## **APPENDIX A**

### **RECENT AWRSD SCHOOL COMMITTEE POLICIES**

#### **HOMEWORK POLICY**

The Committee feels that homework is intended to complement classroom instruction and stimulate student interest. Teachers should post assignments and their due dates so that parents and students can access the schedule of assignments and ensure that they are completed in a timely fashion. Homework, like the daily curriculum, should be grade and class appropriate. This means that homework in any given class or subject may vary in level of difficulty and/or quantity based on individual student differences. Generally homework should be able to be completed independently and promote individual responsibility while being structured so that motivated students can successfully achieve high rates of completion in a timely manner. Homework that requires references and/or resources that are not readily available should never be given.

Homework should also take into account that students need both family and play (free) time for their social and physical development. School projects or homework may be given over a weekend or school vacation and should be assigned so that adequate time is given beforehand so that long term assignments/projects can be completed before the vacation. Long term assignments should not be due on the first day back from vacation. Homework assignments of reasonable length may be given over weekends.

Homework that is incomplete shall be graded so that either partial credit is given or the student is given an opportunity to redo the assignment within a reasonable period of time, with the understanding that full credit will not be given after the assignment due date. In no case shall a student receive a zero on an assignment that contains one or more questions that are completed correctly. Lastly, homework should never be given for disciplinary reasons as this would be counterproductive.

Each grade level school (elementary, middle and high school) should develop their own homework procedures that reflect this policy.

#### **PUBLIC COMPLAINTS POLICY**

The Committee believes that complaints are best handled informally and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by higher levels of administration or the Committee.

Anonymous complaints will be disregarded.

Complaints should go first to the person most directly involved with the substance of the complaint. All involved will listen courteously and will try to resolve the difficulty by explaining the background and/or educational purpose involved. If the complainant remains unsatisfied, the employee will refer the complainant to the building Principal or other immediate supervisor to have their views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform their supervisor of the complaint.

Complaints referred directly to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired. Such complaints will be referred through proper administrative channels for resolution before investigation or action by the Superintendent and/or Committee. Exceptions will be made when the complaint concerns Superintendent or Committee actions or operations.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

The Committee expects all complaints to be respectfully acknowledged at each level of discussion, including a summary of resolution or next steps. Deliberations rising to the level of Superintendent and/or School Committee require that a report of the final disposition be made to the Committee and then be placed in official files.

**The proper channeling of complaints involving instruction, discipline or learning materials will be as follows:**

1. Staff Member
2. School building administrator (Principal, Vice Principal)
3. Superintendent
4. School Committee

Complaints about school personnel will be investigated fully and fairly. The following procedures are established if the complaint is a criticism of a particular school employee that includes, or implies, a demand for action by school authorities.

1. If a complaint comes first to the Principal or other supervisor of the person criticized, student should listen courteously or acknowledge a letter/email promptly and politely, but should make no commitments, admissions of guilt, or threats. When complaints involve a particular employee, the supervisor will schedule a conference between the complainant and the person criticized and should inform that employee immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file their complaint in writing and offer to send him/her the appropriate form regarding a school employee's behavior, character or qualifications.

The Principal will document all complaints and report them periodically to the Superintendent.

2. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
3. If no written complaint has been filed the complainant may be requested to submit the complaint in writing pending further action.
4. The Principal or other supervisor will schedule a conference with himself/herself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervisor or the person criticized feels could contribute resolution of the problem.
5. If the complainant is not satisfied with the results of the conference above, student should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as student may see fit. Note: at this level the complaint must be formally documented.

6. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled Committee meeting. The decision of the Committee will be communicated in writing to all interested persons.

The School Committee may consider the matter in Executive Session subject to Open Meeting and Meeting Posting law requirements.

## **APPENDIX B**

### **REQUIRED APPLICABLE STATE AND FEDERAL STATUTES**

#### **MASSACHUSETTS GENERAL LAW- CHAPTER 71, SECTION 37H1/2**

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

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

#### **SCHOOL REFORM LAW (SECTION 37H)**

#### **MASSACHUSETTS GENERAL LAW - CHAPTER 71, SECTION 37H**

- A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- B. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- C. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal.
- D. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- E. 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 to his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.



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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the students' parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

- F. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such a student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

#### **MASSACHUSETTS GENERAL LAW-Chapter 71, Section 37H3/4**

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than

10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

### **Summary of the Provisions of Chapter 222: An Act Relative to Students' Access to Educational Services and Exclusion from School (Chapter 222 shall take effect on July 1, 2014.)**

Source: <http://www.massadvocates.org/documents/SummaryofChapter222oftheActsof2012.pdf>

#### **I. Access to Education - All Disciplinary Exclusions**

- Students excluded for more than 10 consecutive school days, whether in or out of school, are entitled to educational services so they have an opportunity to make academic progress during the period of exclusion, to make up assignments and earn credits missed, including but not limited to homework, quizzes, exams, papers and projects missed.
- Principals shall develop a school-wide education service plan for all such students excluded more than 10 days. Such plans may include, but are not limited to:
  - tutoring,
  - alternative placement,
  - Saturday school, and
  - online or distance learning.
- Schools shall provide the student and the parent or guardian with a list of alternative educational services. Upon selection of an alternative educational service by the student and parent or guardian, the school shall facilitate and verify enrollment in the service.
- If the student moves to another school district during the period of exclusion, the new district shall either admit the student or provide educational services in an education service plan.

· Students suspended for 10 or fewer consecutive days, whether in or out of school, shall have an opportunity to:

- make academic progress during the period of suspension,
- make up assignments and earn credits missed, including but not limited to:
  - homework
  - quizzes
  - exams
  - papers and projects

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP—"a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer:
  - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
  - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
  - a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
  - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.
6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the

disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise. Federal Requirements 34 CFR 300.530-537

Procedural requirements applied to students not yet determined to be eligible for special education

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. 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 Director of Pupil Services or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

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.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then the student receives all procedural protections subsequent to the finding of eligibility.

State Requirements Federal Requirements 34 CFR 300.534

## II. State Oversight and Responsibility for School Exclusion

· Instructional costs of alternative educational services may be eligible for state reimbursement. DESE shall submit an annual report to the Legislature on the alternative education instructional costs

· School districts shall report to DESE the specific reasons for all exclusions, regardless of duration or type. On an annual basis, DESE shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public. This report shall include district level data disaggregated by student status and categories established by the commissioner.

· Under regulations promulgated by the commissioner, for each school that excludes a significant number of students for more than 10 cumulative days in a school year, the commissioner shall:

- investigate and,
- as appropriate, shall recommend models that incorporate intermediary steps prior to
- the use of exclusion.
- The results of the analysis shall be publicly reported.

· DESE shall issue a report to the Legislature on the costs of implementation of Chapter 222 (including the school dropout prevention provisions summarized below in Section IV) not later than November 30, 2017.

## III. Due Process Rights and Protections: Exclusions for Non-serious Offenses

· Non-serious offenses are those that do not involve drugs, weapons, and assaults on school staff, and those that do not involve felony charges filed in court.

· School officials, when deciding the disciplinary consequences for a student, shall:

- exercise discretion,
- consider ways to re-engage the student in the learning process, and
- avoid using expulsion as a consequence until other remedies and consequences have been employed.

· No student shall be excluded for a time period that exceeds 90 school days.

· Principals shall provide to the student and parent or guardian notice of the charges and the reason for exclusion in English and in the primary language spoken in the home.

- Students shall receive the written notification and have the opportunity to meet with the principal or designee to discuss the charges and reasons prior to the exclusion taking effect.
- The principal or designee shall ensure that the parent or guardian is included in the meeting, unless the principal or designee can document reasonable efforts to include the parent or guardian.
- DESE shall promulgate regulations regarding the principal's duties and the procedures for including parents.
- The principal or designee shall update the notification for an exclusion. If the student is excluded for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and parent or guardian shall also receive written notification of a right to appeal and the process for appealing in English and the primary language spoken in the home.
- The principal or designee shall notify the superintendent of an exclusion imposed on a student enrolled in kindergarten through grade 3 prior to such exclusion taking effect, describing the alleged misconduct and reason for exclusion.
- A student who has been excluded for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal to the superintendent.
- The student or parent or guardian shall request the appeal within 5 calendar days of the effective date of the exclusion, but can request and shall be granted an extension of up to 7 calendar days.
- The superintendent or designee shall hold a hearing with the student or parent or guardian within 3 school days of the request, but the student or parent or guardian can request and shall be granted an extension of up to 7 calendar days.
- At the hearing, the student shall have the right to present oral and written testimony and cross-examine witnesses, and the right to counsel.
- The superintendent shall render a decision in writing within 5 calendar days of the hearing.

#### IV. School Dropouts

- Students between the ages of 14 and 16 who hold a permit for employment are no longer exempt from the requirement to attend school.
- Schools shall have a pupil absence notification program, designed to notify a parent or guardian if the school has not received notification of an absence from the parent or guardian within 3 days of the absence. Schools shall have a policy of notifying the parent or guardian if the student has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or has missed 5 or more school days unexcused in a school year. The principal or designee shall make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance.
- No student who has not graduated from high school shall be considered to have permanently left public school unless the school administrator has sent notice within a period of 5 days from the student's 10th consecutive absence to the student and parent or guardian in the primary language of the parent or guardian and English, initially offering at least 2 dates and times for an exit interview between the superintendent or designee and the student and parent or guardian.
- The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements. During the exit interview, the student shall be given information about:
  - the detrimental effects of early withdrawal from school; the benefits of earning a high school diploma; and
  - the alternative education programs and services available to the student.
- DESE shall publish a model protocol for conducting exit interviews, and compile and maintain a list of alternative education resources and programs available to the student in addition to those the district may provide.

## **MASSACHUSETTS GENERAL LAW- CHAPTER 269, SECTION 17 HAZING REGULATIONS**

Hazing as described by Massachusetts General Law, Chapter 269, Section 17 is prohibited. Participants will be suspended from school for 5 school days. Organizers of the incident will be suspended for 10 school days. All such incidents will be reported to law enforcement authorities for further action.

### **AN ACT PROHIBITING THE PRACTICE OF HAZING**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby adding the following three sections:

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

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

Section 18: Whoever knows that another person is the victim of hazing as defined in section 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 five hundred dollars.

Section 19: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of said sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college 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 the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

### **AN ACT PROVIDING FOR DRUG FREE SCHOOLS**

Effective July 1, 1989, anyone convicted of dealing drugs within 1000 feet of an elementary, vocational or secondary school will face a two-year mandatory prison sentence. It will not matter whether the dealer knew student was near a school, whether it is a public or private school or in session at the time of the offense. The law will pertain to drug distributors, manufacturers or persons possessing a controlled substance with intent to distribute it. A fine of up to \$10,000.00 may also be imposed but not in lieu of the two-year term of imprisonment.

### **AN ACT PROVIDING FOR SUSPENSION OF A LICENSE TO OPERATE A MOTOR VEHICLE**

A license to drive is one privilege drug offenders will now lose for certain. This new law provides that a conviction of any drug offense shall result in the loss of the right to drive for a period of up to five years. In the case of minors who may not have a driver's license at the time of their conviction, they may lose the right to obtain a license until reaching age 21.

### **AN ACT FURTHER REGULATING MISUSE OF DRIVER LICENSES AND IDENTIFICATION**

Teenagers and people under 21 years of age in particular should be aware that the mere possession of a false identification or license is an offense that can cause them to lose their driver license. A new law came into effect on August 4, 1989 that makes a broad spectrum of activities related to false ID's or licenses punishable by loss of license for 6 months to one year, fines and possible imprisonment. These activities include, but are not limited to: making, using or carrying false I.D. or license; using the cards or license of another person; and furnishing false information in obtaining an I.D. or license. The registrar of motor vehicles may suspend a driver's license for up to 6 months or upon conviction revoke a license for up to one year for violating any of these provisions.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Eligible parties may peruse any records kept on students at Oakmont at any time. There is nothing in the permanent or temporary record, which would not or could not have already been seen by a parent/guardian or student. These records include report cards, midterm reports, letters of commendation, attendance, health records, etc. Upon graduation or leaving Oakmont, students may obtain a copy of any record pertaining to said student. Students are requested to sign a statement, which allows Oakmont to maintain information in their folders, which could be of value to the student in the future, beyond the five-year limit of this act. Without this permission, school activities, health records, SAT scores, etc. could not be kept. Whenever a party feels the records are inaccurate that party may, in writing, add their version of the inaccuracy to the record. Additional information regarding these state regulations may be obtained from the school counseling office.

### **EQUAL OPPORTUNITY**

Recent landmark pieces of legislation, Chapter 622 of the 1972 Education Amendment, are laws prohibiting discrimination. These are based on the sound premise that in a knowledge-based society, equal opportunities in education are fundamental to equality in all other forms of human endeavor. It is the policy of Oakmont Regional High School not to discriminate on the basis of race, color, sex, religion, national origin, ethnicity, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy related conditions, homelessness, age, disability, military/veteran status, and any other class or characteristic protected by law. as in accordance with Chapter 622 of the Massachusetts General Laws, Title IX, of the 1972 Education Amendment and Section 504 of the Rehabilitation Acts of 1973. 39.

### **MASSACHUSETTS GENERAL LAW, CHAPTER 76, SECTION 5**

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, ethnicity, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy related conditions, homelessness, age, disability, military/veteran status, and any other class or characteristic protected by law.

### **MIAA REGULATIONS: 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, disability, 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 their skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including “in the face” confrontation by one player to another and standing over/straddling a tackled or fallen player.

In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to existing MIAA Expulsion Rules. A warning shall be given to both teams by game official prior to the contest. At all MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

(Management plan notification in accordance with AHERA regulations 40 CFR 463) The Ashburnham-Westminster Regional School District must notify building users, in writing, that the AHERA Management Plans of each school will be available for review in the office of the Head Custodian between the hours of 8:00 A.M. and 2:00 P.M. Monday through Friday by appointment.

The Ashburnham Westminster Regional School District and Oakmont Regional High School comply with the following state and federal laws

- Title I: Title I of the American Disabilities Act: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment
- Title II: Title II of the Americans with Disabilities Act of 1990: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas educational programming and activities
- Title IV of the Civil Rights Act of 1964: Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color, and national origin
- Title IX of the Education Amendments of 1972: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex
- Section 504: Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability
- MGL, Ch. 76, S. 5: Mass. General Laws, Chapter 76, Section 5: Prohibits discrimination in all public schools on the basis of race, color, sex, religion, national origin, ethnicity, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy related conditions, homelessness, age, disability, military/veteran status, and any other class or characteristic protected by law.
- MGL, Chapter 265, section 37: No person whether or not acting under the color of the law, shall by force or threat of force, willfully injure, intimidate, or interfere with, or oppress or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him by the constitution or laws of the Commonwealth or by the constitution or laws of the United States.



## APPENDIX C

### NON-CUSTODIAL PARENTS: ACCESS TO SCHOOL RECORDS

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record, consisting of information concerning his or her child, including, but not limited to report cards and progress reports, the results of testing, notification of a referral for a special needs assessment, notification of enrollment in an English Language Learner program, absences, illnesses, detentions, suspensions, expulsions, or withdrawal from school, in accordance with the following provisions:

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  2. The parent has been denied visitation, or
  3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. there is an order of a Probate and Family Court judge which prohibits the distribution of student records to the parent.
- b) The school shall place in the student's record any documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- d) Upon receipt of the request, the school must immediately notify the custodial parent by certified and first class mail, in English and in the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- e) The school must delete all electronic and postal address and telephone number relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c. 71, § 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

## **APPENDIX D: TECHNOLOGY ACCEPTABLE USE POLICY**

### **OAKMONT REGIONAL HIGH SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY**

Ashburnham Westminister Regional School District provides technology and Internet-based tools to increase community engagement, staff and student learning, and core operational efficiency. Access to technology provided by Ashburnham Westminister Regional School District requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use.

#### **I UNDERSTAND THAT:**

1. Files, data, & activity accessed through district-provided devices and network are not private. AWRSD has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access. All files are the property of the District and no user shall have any expectation of privacy regarding such files.
2. AWRSD uses a filtering system designed to prevent access to educationally inappropriate sites, including those that contain material that is obscene, pornographic, or potentially harmful to minors. However, it is important to understand that no solution is perfect and AWRSD cannot guarantee that students, staff, & community might not access an inappropriate site. It is the individual's responsibility to alert staff of educationally inappropriate content accessed.
3. Information posted on the internet is public, permanent, and needs to be appropriate. The use of the Internet is a privilege and inappropriate use may result in loss of those privileges. The system administrators will deem what is inappropriate use and that their decisions are final. The system administrators may terminate Internet access of any user, without warning, at any time as deemed required.

#### **I AGREE TO:**

1. Use digital devices, software, and networks for educational purposes and activities.
2. Refrain from accessing any instant messaging, newsgroups, links, listservs, or other areas of cyberspace that would be offensive to any students, teachers, or parents because of sexual content; racial, ethnic, or minority disparagement; encouragement of violence; or illicit/illegal content. I will not use proxy servers to access restricted websites.
3. NOT download games, music, graphics, videos, software programs, or text materials that are copyrighted. I accept responsibility for keeping unlicensed/copyrighted software from entering the school via the Internet.
4. Give acknowledgement to others for their ideas and work. Plagiarism is unacceptable. If I use text, pictures, video, and audio resources created by others, I will always give the author or original creator credit. I accept responsibility for using downloaded text in an appropriate manner. I will not post, distribute, or use any materials without permission from its original creator.
5. Show respect for myself and others when using technology including social media. I will be courteous and use appropriate language. I will refrain from swearing or using any forms of obscene, harassing, bullying or abusive language. If I am a victim of such harassment, I will report the abuse immediately to an administrator, teacher, or a counselor.
6. Keep my personal information (including home/mobile phone numbers, mailing addresses, and usernames and passwords) and that of others private.
7. Not take photos, video, or screenshots of any student, teacher, or administrator.
8. Report inappropriate use of technology immediately.

