

Hampshire Regional High School

**Student-Family Handbook
2021-2022**



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CEEB Code 220722

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Arabic

iidha kunt bihajjat 'iilaa musaeadat fi qara'at hdha almustand 'aw almanshurat almadrasiat al'ukhraa , fiarjaa alaitisal bialmudir lilhusul ealaa khadamat altarjmati.

إذا كنت بحاجة إلى مساعدة في قراءة هذا المستند أو المنشورات المدرسية الأخرى ، فيرجى الاتصال بالمدير للحصول على خدمات الترجمة.

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I. INTRODUCTION

Welcome to the 2021-2022 school year at Hampshire Regional High School. We are excited to introduce new faculty and staff members along with the class of 2027 to our school community. The primary purpose of this handbook is to inform you of your opportunities and responsibilities as a member of the Hampshire Regional High School community.

Main Office Telephone (413) 527-7680

Counseling Office Telephone: (413) 529-2780

Nurse Telephone: (413) 437-5600

Main Office Fax: (413) 527-1831

Counseling Office Fax: (413) 529-2782

Nurse Fax (413) 527-1728

The *Student and Family Handbook* contains all the policies, procedures, and expectations governing Hampshire Regional High School for 2021-2022. The school administration reserves the right to amend all policies and procedures, pending adequate notification to the school community, exclusive of those determined by Massachusetts General Law and the Hampshire Regional School Committee.

School Administration

Principal

Lauren Hotz

High School Assistant Principal

Alexander Seid

Middle School Assistant Principal

Karen Milch

Program Leaders

Business/Technology

Mark Cavallon

English

Kimberly Bush

Counseling

Amy Scully

World Language

Greg Reynolds

Math

Teresa Barut/Nicole Rainville

Science

Jesse Porter-Henry

Social Sciences

Kelly Carpenter

Special Education

Tara Winters

Student Support

Andrea Belanger

Visual and Performing Arts

Karen Tetrault

Wellness

Eric Scammons

Director of Student Activities

James Kelley

Team Leaders

Team Everest, gr. 7

Amy Cyr

Team Greylock, gr. 7

Tracey Pinkham

Team Matterhorn, gr. 8

Chris Butler

Team Rocky Mountains, gr. 8

Scott Green

Communication Chain of Command

Students and families are required to follow the listed chain of command when attempting to resolve an issue. Students and families must make an appointment to speak with the appropriate party at a mutually agreeable time. Students or families who attempt to meet without an appointment or who do not follow the chain of command will be directed to follow the procedure below.

Academics	Attendance	Suspension/ Expulsion	Classroom Discipline	Athletics
1. Teacher 2. Program leader 3. Assistant Principal 4. Principal 5. Superintendent	1. Teacher 2. Assistant Principal 3. Principal 4. Superintendent	1. Assistant Principal 2. Principal 3. Superintendent	1. Teacher 2. Assistant Principal 3. Principal 4. Superintendent	1. Coach 2. Director of Student Activities 3. Assistant Principal 4. Principal 5. Superintendent

Mission Statement

The mission of Hampshire Regional High School is to empower students to be capable and confident and prepared to meet the challenges of life. In partnership with our five towns, we create a supportive and respectful environment that fosters cooperation, critical thinking, and creativity. We encourage our students to explore opportunities that develop the knowledge and skills needed to be lifelong learners and responsible participants in society.

Approved by the HRHS faculty on May 13, 2003, Approved by the HRHS School Committee on June 2, 2003.

HRHS Core Values

- Intellectual Curiosity and Academic Achievement
- Responsibility and Perseverance
- Collaboration and Engagement
- Respect and Compassion

School-Wide Learning Expectations

- Constructively utilize and provide feedback to promote social and academic growth.
- Solve increasingly complex problems both collaboratively and individually.
- Demonstrate self-reliance, integrity, and tenacity in setting and completing goals.
- Ask relevant questions and contribute respectfully to classroom discussion.
- Apply subject knowledge and skills to produce consistently high-quality work.

Academic Expectations

All Hampshire Regional High School students will learn, apply, and integrate essential knowledge as outlined in the Massachusetts State Frameworks. Hampshire Regional High School students will:

1. Write effectively.
2. Read effectively.
3. Speak effectively.
4. Demonstrate problem-solving skills.
5. Utilize technological tools and skills.

Civic Expectations

Hampshire Regional High School students will:

1. Make a positive contribution to their communities.
2. Demonstrate environmental responsibility in their school and their communities.

Social Expectations

Hampshire Regional High School students will:

1. Demonstrate respect for self and others.
2. Abide by the school's Code of Conduct.
3. Accept responsibility for their own behavior.
4. Accept consequences for their actions.

Approved by the HRHS faculty on June 10, 2003, Approved by the HRHS School Committee on August 11, 2003

Accreditation Statement

In 2016, Hampshire Regional High School was re-accredited by the New England Association of Secondary Schools and Colleges, Inc (NEASC).

Bell Schedule

Times	Day 1	Day 7	Day 6	Day 5	Day 4	Day 3	Day 2
7:20-7:32	Grab and Go Breakfast Outside	Grab and Go Breakfast Outside	Grab and Go Breakfast Outside	Grab and Go Breakfast Outside	Grab and Go Breakfast Outside	Grab and Go Breakfast Outside	Grab and Go Breakfast Outside
7:32	Building Opens	Building Opens	Building Opens	Building Opens	Building Opens	Building Opens	Building Opens
7:37-7:50	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
7:53-8:49	1	7	6	5	4	3	2
8:52-9:49	2	1	7	6	5	4	3
9:52-10:49	3	2	1	7	6	5	4
10:52-12:15 Lunches: 10:52-11:17 11:20-11:45 11:50-12:15	4	3	2	1	7	6	5
12:18-1:15	5	4	3	2	1	7	6
1:18-2:15	6	5	4	3	2	1	7

II. ATTENDANCE

School Year Schedules

Before the beginning of each school year, the school district sets a school year schedule for each school. The school year includes at least 185 school days for students in grades 1-12 at each elementary, middle, and secondary school in the district, and these schools are in operation for at least 180 days a year for these students. The school district ensures that unless their IEP or Section 504 Plan provides otherwise, secondary school students are scheduled for at least 990 hours of structured learning time a year, within the required school year schedule.

Absences, Tardies, and Excuses

Regular and punctual school attendance is essential for success in school and required by state law. The School Committee recognizes that parents/guardians of students attending our schools have special rights as well as responsibilities, one of which is to ensure that their students attend school regularly, in accordance with state law.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of their character. Parents/guardians can help their student by not allowing them to miss school needlessly. Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of their student. This will be required in advance for any types of absences or tardies where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Attendance Policy

The Hampshire Regional School District expects good school attendance, as only through regular attendance can a student take full advantage of the educational opportunities offered. It is the student's responsibility to be in all classes on time every school day. According to Chapter 76, Section 1 of Massachusetts General Law, more than seven absences per semester is considered excessive.

The Hampshire Regional attendance policy is as follows:

Middle School

Middle school students who have accumulated five absences from a quarter-long course, nine absences from a semester-long course, or 18 absences from a year-long course are considered to have an excessive absentee rate.

- If a student misses more than 15 minutes of a class, the student will be marked absent.
- The Assistant Principal will investigate the reason for the absences. Excused absences include medical reasons, suspensions, and some unusual circumstances. Vacations do not count as excused absences. Notification will be provided to the parent/guardian, student's school counselor, and team leader unless absences have been excused with administration.
- If the student's attendance does not improve, the team leader will arrange a conference with administration and the student's family to create and implement a plan to ensure better attendance for the remainder of the school year and discuss the potential consequences for non-compliance with this plan.
- Students with excessive absences may be prohibited from attending school-sponsored extracurricular activities including dances and field trips.
- Legal intervention may be initiated by filing a CRA (Child Requiring Assistance) petition with the Hampshire Juvenile Court, and/or the possibility of non-promotion may be considered.

High School

At the high school level, students are permitted five absences from a quarter-long course, nine absences from a semester-long course, and 18 absences from a year-long course.

- If a student misses more than 15 minutes of a class, the student will be marked absent.
- If a student exceeds the permitted number of absences, the student will receive a grade but will not receive credit for that class.
- The Assistant Principal will investigate the reasons for the absences and may excuse school-related business (for example: field trips, athletic events, pre-arranged college visits or interviews, counseling groups, scheduled appointments, special education and 504 meetings, related assessments, and school suspensions) or absences due to unusual circumstances.
- Following the investigation, if necessary, the assistant principal may provide written notification to the student's parents/guardians and school counselor if the student is in danger of losing credit for that class.

- Students with excessive absences may be prohibited from attending school-sponsored extracurricular activities, including dances and field trips.
- Legal intervention may be initiated by filing a CRA (Child Requiring Assistance) petition with the Hampshire Juvenile Court, and/or the possibility of non-promotion may be considered.

Limited Opportunity to Regain Lost Credit:

It may be possible for a student who has exceeded the absence limit to regain credit. Students may work with the Assistant Principal to identify options for regaining credit through satisfactory attendance--this includes "buying back" time lost by staying after school, attending school during teacher professional development days and half days, and/or attending school during school vacations. Students may also regain credit at an approved summer school or credit recovery program.

Absence Notification

If students are going to be absent or tardy, parents/guardians should call school at 527-7680 before 9:00am, and follow the prompts to report the student's absence. When a student is absent for more than one day, parents/guardians should call to report their student absent each day of the absence.

Administration will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Excused Absences and Tardies

Occasionally absence from school is unavoidable and legitimate. The following absences may be excused with proper verification (including absence from school all day, tardy to school, or early dismissal from school).

Examples of excused absences include, but are not limited to:

- Illness or injury (physician verification is required- physician verifications must specifically address legitimate medical reason(s) supporting the student's absence from school and specific day(s) that the student was seen in the physician's office. The Principal will review all documentation and may request additional verification in the event the physician verification does not meet this standard.)
- Quarantine because of contagious disease
- Severe storm or impassable roads
- Religious observance
- Approved College visitations
- Death in the family or other family emergency
- Documented legal responsibilities
- Issues related to bus company transportation
- School-sponsored activities
- Civic engagement activity (1 per semester)*

Any student who has been absent from school due to contagious illness, accident, or hospitalization is requested to present a doctor's certificate to the main office upon returning to school, stating the student is capable of returning to school and also listing any restrictions, which will be sent to the nurse. In addition, students who have been absent from school for five or more school days because they have been sick or in an accident are requested to give a doctor's note to the nurse when they return to school. This note should include any instructions the doctor might order, including restrictions, if any.

Student athletes who are injured and under medical care, or seen by a doctor, are required to submit a medical release in order to return and participate in either practice or games.

All medical excuses for exclusion from any physical education class must be brought to the Health Office, where it will be attached to the student's health record. The nurse will present an authorized form to the student, which indicates the period of medical absence from Physical Education. This form will be forwarded to the Physical Education teacher.

**Civic Engagement:* The school committee supports students who want to participate in civic engagement events throughout the year. Students who have not exceeded the permissible total of absences for the semester may appeal for

their attendance at a civic engagement event to count as an excused absence. Any student who wishes to participate in a civic engagement must abide by the following protocol for approval for an excused absence.

First, the student should check their attendance to ensure they are not over the permissible amount of absences for the semester to see if they are eligible. Then, the student should submit a letter to the principal with the following information at least one week prior to the event date:

- Name and grade
- Event date and short description
- Why they are interested in attending

The letter needs to be signed by the student and include a parent or guardian signature and contact number.

Administration will review the requests and inform the attendance administrative assistant and teachers of this anticipated absence.

No more than one week after the event, the student should submit evidence that they were present to the principal. Once the evidence is collected and verified, the absence will be marked as excused. Students who wish to participate in more civic engagement activities will only be able to count one per semester as an excused absence.

Unexcused Absences

Examples of unexcused absences include, but are not limited to:

- Family trips/vacations
- Babysitting
- Shopping
- Doing errands
- Cutting classes
- Personal transportation and/or traffic problems
- "Running late"
- Oversleeping
- Driving appointments/driving test

Families should make every effort to schedule routine medical, dental, and orthodontic appointments outside of the school day. Appointments that require students to miss school will only be excused for the time listed on the physician's verification note. If a time is not listed, the administration will call the physician's office to confirm. Students are expected to return to school after a routine medical appointment.

Vacation Extensions

A parent or guardian wishing to remove their student from school for a vacation must notify the office and each individual teacher no later than two weeks prior to the departure date. A parent or guardian assumes the responsibility to ensure that their student makes up all work that is missed. A parent or guardian contemplating absences of this type should consider the need for private tutoring upon their student's return to school. It is not the responsibility of the classroom teacher to re-teach missed lessons due to family vacations scheduled during the school year.

Due to classroom activities and dynamics, teachers will not provide students with work prior to a vacation. Teachers are under no obligation to provide special help as a result of this type of absence as it is disruptive to a student's educational process. In addition, such absences may also impact a student's ability to earn credit for a course according to the HRHS attendance policy.

Excessive/Chronic Absenteeism

The Principal shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

The American Academy of Pediatrics defines chronic absenteeism as a student who misses more than 10% of school. They recommend pediatricians be aware of a student's attendance rate because it can give an indication of other health and mental health issues that would normally go untreated. Students who are absent from school more than 10% of the

time can have their attendance record sent to their primary care provider if they completed the opt-in form at the start of the school year. Absentee reports will be run during second, third and fourth quarters and physicians notified at that time. If families would like to exempt their child from this public health initiative, a parent/guardian should not complete the opt-in form.

Dismissals

All dismissal notes must be brought to the main office prior to 9:00 a.m. Students should not leave class to bring down dismissal notes. The time before school or passing time should be utilized for this. The student must report to the office prior to the early dismissal. Telephone calls for early dismissal are discouraged unless it is unavoidable. All requests are subject to approval by the Administration.

Dismissal notes should include the following information and be signed by a parent/guardian (unless the student is 18 years of age):

- Student's name
- Parent's signature and phone number
- The specific time of the student's dismissal and whether or not the student is returning to school. If so, the approximate time the student will be returning.

Parents who wish to dismiss their student and have not submitted a written dismissal note to school with the student should come in person to sign their student out of school. Upon returning to school from an appointment, students must sign in at the main office. The nurse may dismiss students for medical reasons only. No student is dismissed without parent/guardian approval (unless the student is 18 years of age).

Tardiness to School/Class

Promptness to school is important. Students will be limited to three tardies per quarter. Students may be assigned one of the following consequences for each tardy after the first three.

- Required to make up the academic time at a time determined by administration
- Office detention assigned by administration
- Loss of driving/parking privileges
- Loss of senior privileges

Additionally, a student who arrives at school later than 9:30am may not attend any school-sponsored event later in the day. Students with extenuating circumstances will need permission from the Administration to attend any school event including athletic events. If a student comes to school after 11:00am without a medical note or prior administrative approval, the student will be marked absent for the entire day. If a student is late to a class, they should **not** report to the office for a pass. It is their responsibility to obtain a pass from the teacher or staff person they were with previously. Teachers have the discretion of assigning a teacher detention to students with unexcused tardiness to class.

Make-Up Work

It is the student's responsibility to make up missed academic work. A student may make up tests or other academic work missed because of short-term absences. The number of days a student has to complete make-up academic work is equal to the number of days absent, unless the teacher extends this time. It is expected that students will make arrangements to remain after school to complete make-up work. The school will provide make-up work upon request for a student who is out ill for three or more days. Students ill for one or two days should get assignments from a classmate. In the case of lengthy absences due to illness or other legitimate reasons, the Administration must be notified of the reasons before any extension may be granted for make-up privileges. A student who is suspended has full make-up privileges; a truant student loses such privileges.

Dropout Prevention

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

Any district serving students in high school grades sends annual written notice to former students who have not yet earned their competency determination and who have not transferred to another school a) to inform them of the availability of publicly funded post-high school academic support programs and b) to encourage them to participate in those programs.

At a minimum, the district sends annual written notice by first-class mail to the last known address of each such student who attended a high school in the district within the past two years.

III. ACADEMICS

There are quarter, semester and year-long courses offered at Hampshire Regional High School. These courses and their credits are outlined in the Program of Studies, which can be accessed online. Printed copies are available in the Counseling Office for those without Internet access.

Access to a full range of education programs

All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy, pregnancy related condition, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

Diploma Requirements

To receive a diploma from Hampshire Regional High School, a student must earn 21.5 credits. Each student must earn:

- 4 credits in English.
- 3 credits in History and Social Science: 1 credit must be in World History and 2 credits must be in United States History (United States History Survey and 1 credit of a US History electives)
- 3 credits in Science: all 3 credits must be in a lab science for students planning to attend a 4 year college
- 4 credits in Mathematics: Intro to Computer Science, AP Computer Science, Accounting and math labs count toward the 4 required credits. Four year state colleges and universities will not accept Accounting and math lab as math classes.
- 2 credits in Foreign Language
- 1.5 credit in Physical Education:
 - Grade 9: SPE 9 - .5 credits (one semester)
 - Grade 10: PE electives - .5 credits (MUST take 2 quarter courses).
 - Grades 11 and 12: PE electives - .25 credits per year (Students MUST take at least one quarter course per year).
- .5 credits in Personal Finance
- .5 credits in Visual or Performing Arts
- 3 elective credits
- Additionally, all students will be required to complete 30 hours of community service.

NOTE: All students will be scheduled for the equivalent of six (6) credits each academic year.

Students transferring from another school will be enrolled in the appropriate grade level as determined by the Counseling Department. In addition, the Counseling Department will determine which credits earned from a previous institution can be applied toward a Hampshire Regional High School diploma. Diploma requirements for students receiving services on an Individual Educational Plan shall be the same, except in cases where the evaluation team for a student recommends the earning of a diploma based on achievement commensurate with an appropriate degree of success in attaining the goals and objectives as set forth in that student's approved plan and all state mandated MCAS tests.

Although every effort is made to ensure that each student's yearly schedule contains an adequate amount of credits necessary to ultimately receive a diploma, meeting diploma requirements is the responsibility of each student and their parents/guardians.

Certificates of Achievement

In lieu of a diploma, the HRHS School Committee may award to any student who fails to meet the current Massachusetts Competency Determination requirement as established by the Department of Elementary and Secondary Education prior to their anticipated graduation date a Certificate of Achievement; provided, however, that the student meets the following requirements:

- Complete a program of studies prescribed by the HRHS School Committee or the student's IEP team which satisfies all HRHS graduation requirements, including attendance requirements.
- Participate in the grade 10 Competency Determination requirements.
- Take courses in the subject area in which the student did not achieve a passing score each year following the year in which the student initially did not achieve a passing score.
- Satisfactorily participate in the tutoring and other academic support services made available by or approved by HRHS under an **Educational Proficiency Plan (EPP)** (as designated by the counseling department), an **IEP**, or under any other plan designed to strengthen the student's knowledge and skills of the learning standards of the subject(s) at issue.

The Principal will monitor student compliance with the terms of this policy and will decide on whether a Certificate of Achievement is merited. The Principal will decide those students eligible for certificates, subject to the approval of the Superintendent. Students may be awarded Certificates of Achievement as part of the normal graduation ceremony.

Diploma requirements for students receiving services under Special Education shall be the same, except in cases where the evaluation team for an individual student recommends requirements based on achievement commensurate with an appropriate degree of success in attaining the goals and objectives as set forth in that student's approved Individual Education Program.

Earning Course Credit

To receive credit for a course, students must receive a passing grade in that course. If a student fails a course, the entire course must be retaken, not just the quarters that were failed. If permission is granted to repeat a course previously passed to improve understanding of course content, both courses and grades will be recorded on the transcript. Credit will be given for the first course passed, not for the second. (Students should see a counselor to avoid jeopardizing credit standing.)

Exceptions to normal academic procedures may be made by the principal, with the school coordinator and recommendations from the program leader, or a representative of a department.

Course Withdrawal Policy

Students are allowed to withdraw from a course within the first seven days of a full-year course or five days for a semester course without penalty. After this initial add/drop period, any student-initiated course change must be acknowledged by the student's parent/guardian, the teacher(s) involved, the student's counselor and the Principal. If any one of the individuals involved does not agree that the course change is in the best interest of the student, that individual may request a meeting of all parties to discuss the merit of the proposed change. Such a meeting will be held prior to any student course transfer or withdrawal. Dropping a course after the initial add/drop period is not encouraged and should only be done under extenuating circumstances. Please see the Virtual High School section for information on withdrawing from a virtual class.

When a student withdraws from a course after seven days for a year-long course or five days for a semester course, a grade of W (Withdrawn) will be recorded on the student's report card and transcript.

For honors (H)/Advanced Placement (AP) courses a student has up to twenty school days to withdraw from the course. Dropping an H/AP course after twenty days will result in a grade of "W" (Withdrawn) on the student's report card and transcript. If a student withdraws from a course to transfer levels in the same subject or to transfer to a comparable course in the same department, the unweighted grades to date of withdrawal will follow the student to the new class and will be averaged in with grades earned in the new class. If it is a comparable course, the student may be required to make up the material that the student has missed prior to entering the course. If extenuating circumstances force a student to withdraw, partial credit may be granted in rare cases if both the teacher and principal or assistant principal approve.

Membership in an honors-level class in either Jazz Band or Chamber Singers is based upon an audition. Since the class is functionally an ensemble, it is expected that once enrolled, a student will remain in the class for the entire school year. If a student elects to drop the class mid-year, no credit will be issued and the grade will be recorded as an "F" as the curriculum is incomplete, and the drop affects the entire ensemble.

Please note that a request for a change of teacher or middle school team will not be granted.

Promotion Policy

Seventh and Eighth Grade Students

- Seventh and eighth-grade students who pass four or more required year-long courses will be unconditionally promoted to the next grade.
- Seventh and eighth-grade students who pass three year-long courses will be promoted but advised to attend summer school or credit recovery approved by the administration or be tutored in the course(s) failed, both at the expense of the parent/guardian.
- Seventh and eighth-grade students who pass only two of the year-long courses will be required to attend and pass one of the failed courses at summer school or credit recovery approved by the administration at the expense of the parents/guardians. Students will need to earn a grade of 70 or higher in order to be promoted. Students who do not attend summer school or credit recovery will not be promoted to the next grade. They are also advised

to attend summer school or credit recovery, approved by the administration or be tutored in the second course failed, both at the expense of the parents/guardians.

- Students who do not attend summer school or credit recovery, will not be promoted to the next grade.
- Seventh and eighth-grade students who pass only one or none of their year-long courses will not be promoted to the next grade.
- The Principal will make decisions concerning students with unique circumstances (e.g. extended illness) after consultation with the school counselor and the students' teachers.
- A passing grade in a course for the year is 60%. If a student does not earn at least a 60% in their year-long classes (English, Math, Social Studies, Science, Foreign Language), they will be recommended or required to take the summer school class, or credit recovery based on the number of classes that they earned a grade less than 60%.

Ninth Grade Students

- Ninth grade students who do not earn a minimum of 3.0 credits will not be promoted to grade 10.
- The Principal will make decisions concerning students with unique circumstances (e.g. extended illness) after consultation with the school counselor and the students' teachers.

Tenth Grade Students

- Tenth-grade students must earn a cumulative total of 8.5 credits to be promoted to grade 11.
- The Principal will make decisions concerning students with unique circumstances (e.g. extended illness) after consultation with the school counselor and the students' teachers.

Eleventh Grade Students

- Eleventh-grade students must earn a cumulative total of 15.5 credits to be promoted to grade 12.
- The Principal will make decisions concerning students with unique circumstances (e.g. extended illness) after consultation with the school counselor and the students' teachers.

Recorded Grades

All grades on report cards and transcripts will be numerical grades on a scale from 0 to 100. The lowest passing grade is 60. The teacher for each course may give two report card comments.

Report Cards and Progress Reports

Report cards are issued four times a year, normally during the months of November, January, April and June. Progress reports are issued at the midpoint of each marking period for all students.

Honor Roll

The honor roll designation is awarded to students who are academically above average. Students who are eligible for honor roll need to have at least five credits for that term and be enrolled in at least five classes that meet daily. The list of students who qualify for honor roll will be sent for publication two weeks after the marking period closes. A student who earns an incomplete in a class will be considered for honor roll after grades are finalized, so that student's name may not be published.

HIGH SCHOOL

- High Honors: All As and no more than one B.
- Honors: All As and Bs.

MIDDLE SCHOOL

- Academic Excellence: All As and no more than one B.
- Academic Achievement: All As and Bs.

Grade Point Average (GPA) and Class Rank

Grade point averages (GPA) and class rank are computed at the end of each semester for 11th and 12th graders and will only include completed courses. GPAs are not computed for 7th, 8th and 9th graders.

The level of study of coursework impacts the calculation of the weighted GPA, with more rigorous courses receiving additional weighting for the purpose of this calculation. Each level of coursework is weighted differently including classes coded essential, college preparatory, honors or Advanced Placement. Starting with the class of 2021, for AP courses, 10 extra points are added while Honors courses receive an additional 5 points. For all classes before 2021, for AP courses and Honors courses, 10 extra points are added. The weighting is reflected only in the weighted GPA and does not affect

credits towards graduation. Essential classes are coded at .8 of a college preparatory course based on the nature of the content not being at grade level.

Any courses taken during 8th grade for high school credit will not be counted towards a student's GPA. The course will appear on the student transcript and credit will be awarded but GPA points will not be calculated into the GPA.

College courses taken at other institutions by students enrolled at Hampshire Regional High School will count toward students' credits for graduation, but are not factored into the GPA.

The two senior class members who have the highest GPAs in June will be designated respectively as the class valedictorian and the class salutatorian. In order to qualify for these honors, students must have earned a minimum of eleven high school credits while attending Hampshire Regional High School.

Grading

At the beginning of each course, students will receive a copy of each teacher's course expectations. The course expectations will clearly state the specific academic requirements for the course and the teacher's procedure for calculating grades, the number and nature of major academic tasks as well as procedures for making up work missed due to absences. In addition, teachers will notify students which day they have designated as their after school help session.

The grading of each student is based on student performance as measured by such assessments as tests, student demonstration and use of knowledge, homework, daily work and participation in class, portfolios and projects. A grade is issued each quarter for each course. For both semester and yearly courses, the final grade is the average of the individual marking periods and applicable mid-year and final examinations. For high school courses, the final examination will be counted separately, not as a part of the last quarter.

Students who are failing a course for the year by March are expected to meet with an administrator and their counselor to develop a plan for the remainder of the year.

Final Examinations

Final examinations are required for all students in grades 9-12. All final examinations shall be given under the supervision of Hampshire Regional personnel. No one shall be exempted from the examinations without prior approval of the Administration. ***No one shall take the final examinations before the regularly scheduled time.*** Before leaving for the summer, teachers will leave a copy of the final examination in the office for each student not taking it at the scheduled time. Under normal circumstances, a missed examination must be made up within two weeks after the last day of final examinations. Seniors who earn a 93 average in either a semester or a year-long course do not have to take the final exam in that course; seniors will be required to complete final projects/performance assessments. Those seniors who have earned a 93 average for their final grade and choose to take the final will have their grade computed into their final average.

All seventh and eighth-grade students will be required to take an end of year final in their year-long courses (English, Math, Social Studies, Science in all subjects and additionally, Foreign Language in grade 8). The final may be in the form of a test, project or presentation, as determined by the teacher. Seventh-grade finals will be worth 5% of their final grade for that class for the year, and eighth-grade finals will be worth up to 20% of the final grade for that class. The middle school finals schedule may differ from the high school. Please contact the team leader for more information.

Final exams are scheduled in the last four days of school. Final exams for periods one and two are administered on the first day of finals, periods three and four exams are on the second day of finals, periods five and six exams are on the third day of finals and period 7 exam is on the final day of school. Exams are scheduled to be 90 minutes long. If a student does not have a final exam, they are not required to report to school during that period. If a student is at school during a final exam time when they do not have an assigned final, they must go to the cafeteria for a supervised study hall. Dismissal is at 11 am on the first three days of finals and at 9:30 am on the last day.

Summer School

Students must receive a final grade of 55 - 59 in a course at Hampshire Regional High School in order to be eligible to take a summer school course and be granted credit at an outside program. Exceptions may be made with the approval of the following: the teacher of the course that was failed, the program leader of that department, the student's school counselor, and the principal. After completion of an approved summer school course, the student's failing grade will remain on his/her permanent transcript and will be computed into the GPA. The summer school course grade will be reflected on the permanent transcript as a Pass or Fail. In order to receive a Pass and credit, the student must receive a

grade of 70 or above in the summer school course. The student will receive credit for completion of the summer school course, but a grade will not be computed into the GPA.

Credit Recovery

The Hampshire Regional Credit Recovery Program (CRP) may be offered to HRHS students who earned a final grade of 50-59 in the course the prior year at HRHS. Teachers will recommend students to the HRHS CRP and provide students with a list of skills and/or tasks that students are responsible for completing during their time in the program. Students require administration approval for admittance into the HRHS CRP. Students may recover only one credit during the CRP. Not all courses may be available for credit recovery: enrollment will depend on teacher availability and number of students eligible for CRP. Students will work with the highly-qualified teacher to master the skills and complete the tasks from the recommending teacher. The cost is \$200 with financial assistance available to students on free or reduced lunch. Upon successful completion of the CRP, the student's grade will change to a 60 on his/her transcripts and the summer school will be listed as "pass".

Curriculum Review

Hampshire Regional ensures that individual teachers in the district review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, disability, and sexual orientation. Appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such materials.

Honors and Advanced Placement (AP) Expectations

The student who will achieve success in honors and AP courses is one who:

- Understands their commitment made to participate in a challenging class and is highly motivated to do what is necessary to achieve success.
- Reads critically and above grade level. Students will be expected to read complex texts inside and outside of class. Honors and AP courses may have up to ten additional required readings (e.g., novels, plays, research articles, essays, critical texts, lab reports) in the curriculum.
- Writes fluently and coherently showing superior ability to organize and develop a topic or idea. In English classes, honors and AP students will write six to ten essays of varying lengths over the course of the year. Students in other disciplines will complete complex written assignments and major projects throughout the year. Papers assigned in foreign language honors classes may be two to ten pages in the target language.
- Understands that foreign language classes are taught in the target language and eagerly participates in daily classroom use of that target language.
- Contributes voluntarily at a high level to class discussion with pertinent information and relevant questions. Students should expect to contribute to class discussion on a daily basis.
- Makes oral presentations in a clear and concise manner.
- Works with others in a collaborative effort to develop an understanding of concepts.
- Listens critically and respectfully.
- Exhibits a high level of both critical thinking and problem-solving ability.
- Connects what is learned both inside and outside of class across the curriculum.
- Works on diverse tasks simultaneously.
- Conducts in-depth research using a variety of sources.
- Researches effectively for a range of assignments.
- Completes complex research projects that involve writing papers from ten to twenty-five pages in length.
- Works efficiently and effectively both independently and in groups.
- Prepares for class with all necessary materials at all times.
- Takes responsibility for his or her own work and accepts the consequences of such.
- Completes work of consistently high quality, often going beyond the minimum of what is required. Independently seeks extra help when having difficulties. Understands that learning takes place over time. Displays a high level of curiosity about and tolerance of new ideas. Student is ready to explore differences in a critical manner.
- Manages time to complete homework and all other assignments when due, including long term assignments.
- Arranges for assignments and/or make-up work when absent (i.e., approaches the teacher and does not wait for the teacher to approach).
- Exhibits mature and appropriate behavior at all times.

Advanced Placement

The Advanced Placement Program gives students an opportunity to experience college-level courses and exams while remaining in the high school setting. Students may earn college credit, advanced placement in specific courses, or both for college. Advanced Placement will be noted on each student's report card and transcript. Ten additional grade points will be granted towards the GPA. All AP students and parents/guardians are required to sign off on AP/Honors

expectations. Because these classes are weighted, modifications may not be made to the course content, delivery, and assessment.

Students will be expected to complete *all* aspects of the Advanced Placement program to be officially enrolled as an AP student, including the standardized AP examinations, portfolios, papers, labs, or projects.

AP exams are a required component of the AP Program at HRHS. AP exams are scheduled by College Board on specific dates in May. Students are only required to report for their test on their testing day and will not be required to attend classes on their regular schedule. Students must take the AP exam during the scheduled times. Late testing will be approved in the following circumstances.

- Academic contest/event
- Athletic contest/event
- Conflict with national or state-mandated testing
- School emergency
- Personal emergency: serious injury or illness, or family tragedy (must provide documentation)
- Acute illness (must provide physician's verification)
- Religious holiday
- School closing
- Student court appearance (must provide documentation)

Late testing will be approved in the following circumstances with a \$45 fee to students:

- Family/personal commitment (must let AP Coordinator know at least one month in advance)
- School trips/events

Late testing will **not** be allowed if students are absent from school without physician's verification or without first speaking to AP Coordinator about a prior commitment.

Enrichment Courses

Students who have a particular interest or talent and students who wish to continue in a sequential course may take courses at other institutions. The course and grade may be noted on their transcript only with advanced approval from administration but the grade received WILL NOT be used in calculating their GPA and no credit will be assigned.

Early College/Joint Admissions Programs

Early Entrance to College and the Joint Admissions programs are opportunities that allow qualified high school juniors and seniors to enroll in Massachusetts public institutions of higher education on a part-time or full-time basis. The programs are intended to provide a student with an alternative setting to complete his or her high school requirements. Students earn both high school credits and college credits for approved college courses that they pass. Students who choose to participate in this program are considered to be members of their class at HRHS and are only eligible to receive their diplomas with their class. Students may also take online college courses as part of either of these programs. Juniors may take up to one online college course per semester and seniors may take up to two per semester. All courses must be approved through the school counselor and the principal. Applications and more information are available in the counseling office.

Early Diploma Procedures

A student must file a letter of intent to receive an early diploma, including permission from a parent or guardian, with the Counseling Coordinator and Principal at least three months before the date of requested termination of school. The Principal will consider approval for the granting of an early diploma.

Independent Study Program

The Independent Study Program is designed to offer an opportunity to research a selected learning area or topic on an independent basis. The purpose of the program is to allow the necessary flexibility to pursue worthwhile educational goals not serviced through the regular program. The proposed study must be presented for approval by the Principal. Application forms are available from the counseling office.

Virtual Classes

High school students are allowed to take virtual classes with approval from their school counselor. Students may only enroll in virtual classes that are not offered at Hampshire Regional. Students must have a 3.0 GPA in order to enroll in a virtual class and obtain approval from the Principal or designee. Students who drop a virtual class after the drop period will be assigned an "F" on their transcripts and will not be allowed to enroll in another virtual class during their time at Hampshire.

MCAS Requirements

All students must meet the Competency Determination standards in English Language Arts, Mathematics, and Science and Technology/Engineering.

- All 10th grade students will participate in the Next-Generation MCAS tests for ELA and Mathematics. They must meet the threshold determined DESE.
- All 9th and 10th grade students enrolled in Biology in the 2021-22 school year will take the Next-Generation Biology MCAS in the spring. They must meet the threshold determined by the State Commissioner of Education.

Prior to the distribution of MCAS testing materials, all non-approved personal electronic devices (cell phones/tablets/laptops/etc.) will be collected from students by an MCAS proctor and returned to students at the completion of all testing.

All students in grades 7-12 are required to fully comply with the school schedule on MCAS days.

Section 504

Any person who (1) has a physical or mental impairment that **substantially limits** one or more major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment may be eligible for a 504 Plan. Major life activities include walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, caring for oneself, and performing manual tasks.

A major life activity also includes the "operation of a major bodily function," including but not limited to functions of the immune system, normal cell growth, digestive bowel bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Students with disabilities, who do not qualify for special education under IDEA, may qualify under Section 504. These disabilities might include students with Attention Deficit Disorder (ADD), students with AIDS, heart conditions, and other physical disabilities such as severe asthma, juvenile diabetes, severe arthritis, cerebral palsy, etc. All of these conditions under 504 allow a student to receive the necessary related services to make their education comparable to non-disabled students.

Eligibility for services under Section 504 must be determined. It is never automatic. There are two levels of protection under Section 504. (1) If a student has an impairment or disability, the student is protected against discrimination by Section 504. (2) If it is determined that the impairment **substantially limits** the student's ability to learn, then the student is entitled to a Section 504 Individual Accommodation Plan. Section 504 eligibility is not automatically bestowed on a student who is referred for a special education evaluation and is subsequently found to be ineligible. Services given to students under Section 504 are considered the responsibility of regular education, as they are not in need of basic skills help and can function with adjustments in the regular classroom.

Further information is available from the HRHS 504 Coordinator, Karen Milch at 413-437-5619

Academic Appeals

If a student does not believe that their work was graded fairly, they may request that the teacher review their assignment again. With this request, students should submit a written appeal as to why they believe their grade is not reflective of their work. Students and families should follow the chain of command outlined in the beginning of this handbook to appeal an assigned grade. All academic appeals **must** be made within 30 days of the grade being posted for consideration.

Academic Integrity

Hampshire Regional High School students are expected to follow the commonly accepted standards of honesty and ethics with regard to academic integrity. Students must assume responsibility for maintaining the principles of honor and truthfulness for all school-related work.

Definition of Cheating

Hampshire Regional High School defines **cheating** as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Examples of cheating include, but are not limited to:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission).

- Lending and/or copying or attempting to copy from another student's homework, quiz, test, essay, lab report, project, assignment.
- Allowing another student to copy answers during a test situation or verbally disclosing answers to another student.
- Taking shortcuts (such as unauthorized use of study aids and/or apps such as PhotoMath, online translators such as Google Translate) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering or interfering with grading (forging signatures, changing, or inserting answers on work after grading).
- Attempting to obtain or successfully acquire test questions (including all types of writing prompts), and/or copies of tests outside the classroom setting.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you have turned in an assignment when you did not, or that you have worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to gain time to finish an assignment or prepare for a test.

Consequences for Cheating

Consequences for cheating will be determined by the classroom teacher that may include but are not limited to one or more of the following:

- A grade reduction on the assignment in question
- A grade of zero (0) for the assignment in question
- A substitute assignment
- Teacher detention (lunch or after school detention)
- Notification to the family, administration, and student's core teachers
- Disciplinary referral to administration
- Suspension and/or exclusion from extracurricular activities, including suspension or removal from the Academic Society
- Refusal to write a letter of recommendation or retraction of a letter of recommendation previously written

For repeated offenses, the student will be referred to the administration for consideration for removal from the course and loss of credit.

Definition of Plagiarism

Hampshire Regional High School defines **plagiarism** as taking work or ideas from the Internet, books, magazines, television, movies, any person or any other source whatsoever and deliberately passing it off as one's own work.

Plagiarism is not limited to a student submitting a verbatim copy of the work of any source as his or her own. Plagiarism also includes submitting ideas and/or conclusions generated by another source as one's own work.

Examples of plagiarism include, but are not limited to:

- Copying material from the source, including the internet, without citing the source, or citing the source but omitting quotation marks.
- Paraphrasing the source without proper citation.
- Copying stories, in whole or part, which appear in books, magazines, television, or video.
- Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic/digital image, or graphic symbol without citing the source.
- Submitting papers written in whole or part by someone else, including those found on the internet.
- Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
- Submitting a paper purchased from a research or term paper service, including, but not limited, to the internet.

Consequences of Plagiarism

Infractions and their consequences will be cumulative when students are in middle school (grades seven and eight).

Middle school infractions will not follow a student to high school. A student entering ninth grade will have the opportunity to start his or her high school career with a "clean slate" in terms of plagiarism. However, any infractions and their consequences in grades 9-12 will be cumulative.

First Violation:

- A grade of zero (0) on the assignment with the opportunity to do the assignment again for no more than a 50
- Teacher notification to the family, administration, and student's core teachers
- Assignment of consequence, such as an office detention
- Notification to Academic Society resulting in probation of privileges for the year
- Suspension and/or exclusion from extracurricular activities when applicable/appropriate
- Refusal to write a letter of recommendation or retraction of a letter of recommendation previously written

Subsequent Violation(s):

- A grade of zero (0) on the entire assignment without the opportunity to do the assignment again
- Meeting with student, teacher, administration, and parent/guardian
- Notification to principal and assistant principal
- One day external suspension
- Suspension and/or exclusion from extracurricular activities when applicable/appropriate
- Notification to Academic Society resulting in dismissal
- For the second violation in a single course or for more serious consequences, the student will be referred to the administration for further consequences including, but not limited to, removal from the course and loss of credit

IV. STUDENT LIFE

Students' Rights and Responsibilities

Students have the **right** to:

- A quality education.
- Expect school personnel to be qualified and professional.
- Be respected by others.
- A safe and secure school environment.
- Equality of educational opportunity.
- Be treated fairly by all members of the school community

Students have the **responsibility** to:

- Respect and promote the rights and wellbeing of all members of the Hampshire Regional school community.
- Attend school daily, be on time, attend all classes, and arrive at each class prepared with the proper materials.
- Demonstrate their best effort at all educational endeavors.
- Observe the rules and regulations governing Hampshire Regional High School.
- Maintain a clean and pleasant atmosphere in the building and on school grounds.
- Accept responsibility for their own behavior.
- Accept consequences for their actions.

In addition, the School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions, statutes, and regulations. In connection with rights, there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- The right to attend free public school; the responsibility to attend school regularly, and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure their rights;
- The right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights;
- The right to privacy, which includes privacy with respect to the student's school records.

It is the School Committee's belief that as part of the educational process, students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make rules regarding the orderly operation of the school. Students have the right to know the standards of behavior that are expected of them and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents/guardians.

Academic Society

This organization recognizes outstanding scholarship and provides an opportunity for academically successful juniors and seniors to participate in rewarding service projects. Eligibility for membership in the Academic Society is based upon a student's cumulative averages and their successful completion of the HRHS community service requirement. Students who complete their community service by October 1st and attain a Hampshire Regional High School GPA of 3.70 or higher will receive a formal invitation to join. Additionally, at least sixty percent of a candidate's aggregate course load must be comprised of college preparatory, honors, and/or Advanced Placement classes. Society members remain eligible by maintaining their averages and by completing additional service hours throughout their junior and senior years.

Students will be dismissed permanently from the Academic Society if their cumulative average drops below a 3.70 for two consecutive quarters and/or if they fail to complete their additional community service requirement.

The following privileges are granted to members:

- Release from one school period each month to plan activities
- A special pass which permits unlimited scholarly use of the library
- The privilege of traveling the halls without a pass issued by a teacher or staff member

Advisory

The purpose of Advisory (grades 7-12) is to support the growth and development of Hampshire Regional High School students. Advisors will encourage students to achieve their academic goals by providing support while advocating for the same students over the course of their academic career. The goal of this process is to have students feel a greater

connection to the Hampshire community while gaining access to the skills that they will need to be prepared for the future. This time allows the Counseling Department to provide services and support to senior students on a regular basis.

Automobile Regulations

Students must register their vehicles in the office. Upon arrival, students must park their vehicles in the designated student parking area. Once in the school building, students may not return to their vehicles before the end of the day for any reason. The speed limit on school property is 10 miles per hour. Cars are subject to searches as outlined in the Searches, Seizures, and Interrogations section of this Handbook. Vehicles may be subject to random canine search throughout the school year.

Parking on school property is a privilege. Students who violate school rules and policies may lose the privilege of parking on school property. The length of time a student will lose their privileges will be determined by the severity of the incident. Parking privileges may also be revoked for excessive tardies and absences.

Before/After School Supervision

School is officially open for students at 7:32 a.m. Students must stay outside before this time and will be let into the building promptly at 7:32.

Students and families are reminded that all students are expected to leave the HRHS campus at 2:15 p.m., unless they are engaged in formal activities such as staying for a teacher's extra help day, sports, clubs, detention, or other school-sponsored activities. After 2:15 p.m., supervision is strictly limited to school-sponsored activities and students may not remain on campus unless they are participating in one of those activities.

Cameras/Cell Phones/Personal Electronic Devices

Cameras are not allowed except for use of a teacher-supervised assignment. Videos and/or photographs are not allowed without the consent of the individual being filmed/photographed. Any electronic device, when used inappropriately, may be confiscated by a staff member or administrator. If a student refuses to turn over their electronic device when directed to do so, the student will be considered insubordinate and will face disciplinary action. Any electronic device confiscated must be submitted to the administration. Students must make arrangements for parents/guardians to pick up the electronic device from an administrator. A school administrator may request to review the contents and/or records retained on any confiscated/unattended cell phones/electronic devices with verbal permission from the student.

High school students may use MP3 players or iPods in a classroom at the discretion of the teacher. Cell phone use is allowed for high school students before and after school, between classes and during lunch. Cell phones are never to be used during class without the permission of the teacher. Students should not have earbuds or headphones on during class without permission from the teacher. Students may be required to place their cell phones in a designated space during classes. At no time are faculty/staff responsible for the theft or damage to students' cell phones.

Middle school students may *only* use their cell phones during lunch. Otherwise, they have no cell phone or iPod privileges during the school day. A teacher may grant permission for a middle school student to use technology for educational purposes in their individual class on a case-by-case basis.

Students' cell phone numbers will be collected during the registration process. Student cell phone numbers will not be accessible to staff.

Dances and Functions

High school students may not attend middle school dances and functions and middle school students may not attend high school dances and functions. HRHS sponsored high school dances and functions off campus are limited to HRHS students in grade 9 or higher. Advisors and officers will determine if guests will be allowed at class functions. If so, a completed Administration Approval Form is required for all guests of HRHS students. After entering the event, students are not allowed outside or in the parking lot without permission of the chaperones in charge of the event. Students are expected to follow all school rules and expectations at school functions.

Dress and Grooming Guidelines

Hampshire Regional High School is a community that respects all individuals and their freedom to express individuality through attire, but students should dress in a manner consistent with health, safety and respect, including self-respect. Appropriate school attire is expected at all times during the school day and at school sponsored activities. The manner of dress should not interfere with or negatively impact the school's normal learning process or environment.

Dress that distracts from or disrupts the educational process and mission of the school is prohibited. The following are examples of standards designed to prevent disruption and ensure a safe and healthy learning environment.

These standards must be observed at Hampshire Regional High School and while representing the Hampshire Regional School District:

- Students shall not wear anything that depicts drugs, violence, obscene words or pictures, profanity, sexually suggestive words or images, or that promotes violence or illegal activities for high school age students - which may include alcohol, guns, knives, and other illegal activities.
- Hate speech, including symbols, on clothing is prohibited.
- Clothing that depicts slurs or derogatory images of individuals based upon sex, gender, religion, race, ethnicity, disability, sexual orientation, and /or other protected status is prohibited.
- Undergarments should not be exposed.
- Attire covering the top of the body must be long enough to cover the navel and the torso.
- Gang apparel or symbolism is not permitted.
- Students must wear clothing or jewelry which is safe in school, such as no sharp or pointed studs, no sunglasses unless medically documented, and appropriate footwear that is secure on the foot.
- Hoodies are to be worn with the hood down in school.
- 7th and 8th graders are not allowed to wear hats. High school students are allowed to wear hats unless otherwise requested by a staff member.
- Student's personal dress and appearance must comply with all OSHA and safety regulations while attending a lab or shop class.
- The school administrators will make final decisions about the implementation of the dress code. Students not adhering to these guidelines will be asked to change into other clothes or have a change of clothes brought in for them. If the student refuses to comply, disciplinary action may be taken.

In addition to the nonexclusive list above, any other clothing or attire found to be disruptive or distracting to the educational process or which may affect the safety of students will be a violation of the Dress and Grooming Guidelines. If a student's attire is in violation of these guidelines, the student will be required to change attire and may be sent home to do so. Students who wear clothing that violates this policy may be spoken to regarding their clothing or may be referred to an administrator.

Extracurricular Activities Eligibility

Attendance

In order for a student to be eligible to participate in an extracurricular activity, a student must be present in school from morning meeting until 12:00pm or from 9:30am until the end of the school day. A student who is absent from school may not participate in, or attend any school activity, function, or athletic event during the day(s) or evening(s) of the absence. Only medical and legal appointments will be accepted. If a note is not submitted before the event, the student will not be allowed to participate. A student who is suspended from school may not participate in or attend any school activity, function, or athletic event until the student is allowed to return to school. For example, students whose suspensions include Fridays may not attend any weekend activities. The Principal may approve exceptions to this rule.

Academic Eligibility

Students must have passed (60 or above) the equivalent of five classes that meet daily to be eligible for extracurricular participation including athletics. Courses that are graded pass/fail do not apply to the five-class expectation unless otherwise approved by administration. Students enrolled in dual enrollment are required to be passing four college-level academic classes.

The day report cards are published, the school administration will check student grades for eligibility. Students who are not eligible to participate in extracurricular activities will remain ineligible until the close of the next marking period on the day that grades are published.

Academic eligibility standards are designed to ensure that a student is fully enrolled in school and actively engaged in their academic life on a consistent basis throughout the school year.

Use of Tobacco and/or Controlled Substances

Students involved in athletics and extracurricular activities will be subject to the consequences outlined in the MIAA rule 62 chemical health policy on page 66 of this handbook.

Field Trips

School-sponsored field trips are an extension of classroom learning. There is often a cost associated with participation in field trips to offset transportation and admission fees. Students who have violated the Code of Conduct may be excluded from participation on field trips.

For students with chronic absenteeism (more than 10% days missed during the school year) or are failing multiple classes, the administration reserves the right to keep them in classes rather than attend the trip.

The administration or designee will search luggage before overnight trips.

Food and Beverages

Students are encouraged to bring a healthy snack and drink to school. It is the classroom teacher's discretion to decide if food and beverages are allowed in their classroom. The administrative team reserves the right to disallow food and/or drinks at any time.

Middle school students are allowed to drink non-carbonated, unflavored water in a clear water bottle in school. No other beverages will be allowed in the middle school.

The sale of food or beverages (other than directly from the cafeteria or school vending machines) is not permitted during the school day.

HRHS is not an allergen-free school.

Hall Passes

Students leaving class should have a pass with them. Students leaving the classroom for brief time periods (bathroom, water, quick errand, etc.) should use the laminated classroom passes while in the hallway. In addition to having the laminated pass, students should sign in/out on the designated sheet in the appropriate teacher's room. Students are expected to leave and return in a timely manner.

Students leaving for other destinations (nurse, counselor, late-to-class, etc.) should request a paper hall pass that is dated, signed, and indicates the destination.

Lockers

Students are assigned individual lockers that should be kept neat and clean at all times. Nothing may be written on or attached to student lockers. Lockers are school property and may be inspected at any time. Students are not to share their lockers or their combinations with anyone else. If a prohibited item is found in a student's locker, it will be determined to belong to the student whose locker the item was found in. Students should not leave money or other valuables in their lockers. The school is not responsible for stolen items. Personal locks should not be placed on hall lockers. However, students are required to provide their own locks for physical education lockers.

Medications

Students may not carry prescription or nonprescription medication with them at any time on school property. All medication must be brought to the nurse's office. The only exception is when a student is prescribed an EPIPen, inhaler, or diabetes tracking medical resources and the student has received approval from the school nurse to carry such medication. Students may request approval to carry other medication, but the administration must approve in advance before medications are carried.

Middle School Teams

When a student enters Hampshire Regional Middle School in 7th grade, the student is placed on a Team through a thoughtful selection process. There is a balance of students on each Team based upon the sending elementary school, gender, special needs, and the student's learning profile. Once a student has been placed on a Team, there will not be any Team changes made unless driven by a student's IEP. The administration strictly enforces this rule.

When a student transitions from 7th to 8th grade, they are placed on a Team through the same thoughtful selection process that was used in 7th Grade. Additionally, half of each 7th Grade Team is placed on their new 8th Grade Team. There is an intentional effort to have students make social connections with other students that they did not share a Team within the previous grade. Once again, after a student is placed on a Team, there will not be any Team changes unless driven by a student's IEP. The administration strictly enforces this rule.

Morning Meeting

(7:37-7:41) A bell at 7:37 am indicates that students should be in the morning meeting. If a student does not report to the morning meeting, the assigned teacher will mark the student absent for the day. A student who is late to school must report to the office for a late pass to be recorded as present for the school day. During morning meeting, students may recite the Pledge of Allegiance, pause for a moment of silence, and check-in with their teacher.

Senior Information

Senior Activity Participation

On the first day of school, only those students who have senior status (**14.5** or more credits) are eligible to participate in senior activities. A student's disciplinary record may also be a factor regarding participation in senior activities.

Senior Awards

In order to be eligible for consideration of awards and honors at the time of commencement, students must be enrolled as a member of the senior class on the first day of school of the senior year. This enrollment must be continuous throughout the senior year. An exception will be made for a student who attends a college as part of the senior year if the program is pre-arranged with the school, thus keeping the student and program under the jurisdiction of the school. In many cases, senior awards are based on the criteria of character. Therefore, should any disciplinary infraction occur after an award has been given, the award may be rescinded.

Commencement

Commencement is held on the first Friday of June at John M. Greene Hall in Northampton. All financial school obligations must be met for a student's entire high school career before participating in commencement exercises.

Furthermore, a student who has not met the requirements of a Hampshire Regional High School diploma by the Thursday before graduation will not be allowed to walk in the graduation ceremony including attendance and academic requirements for all classes, community service hours, and settling all school debts.

Students must wear the standard cap, gown, tassel, and stole as purchased for their class. Students in Academic Society will receive a gold-colored tassel in addition to the regular tassel. No other tassels or stoles will be allowed.

Senior Privileges

All seniors can participate in the following senior privileges:

- Senior sendoff
- Senior of the week
- Senior parking spot painting

Additional Privileges:

In order to gain additional privileges listed below, students must meet the following requirements:

- 70 or above in at least four courses- grades will be checked at every progress report and report card time
- Four or fewer unexcused tardies per quarter- attendance will be checked weekly
- Four or fewer unexcused absences per quarter- attendance will be checked weekly
- Meeting behavior expectations in and out of class
 - Zero major behavior referrals - checked at every progress report/report card time
 - Less than two minor behavior referrals - checked quarterly

Additional privileges if all requirements above are met (with parent permission):

- Traveling the hallways without a pass
- Late arrival/early dismissal during study hall
- Leave during study hall any period of the day
- Extended lunch off-campus on the days when study hall is directly before or after lunch

Students with additional senior privileges will be given a green "senior license." Students must carry this license with them at all times and must show it when asked by a staff member. *Students will not be allowed to take part in the additional senior privileges if they do not have their license with them.* Students who come back to school tardy to their next class after being off-campus will have this privilege revoked.

All students will start with all senior privileges on Tuesday, September 14 (ONLY if parents have signed permission slip), and then privileges may be individually revoked based on academics, attendance, and behavior. If a student's senior privileges are revoked, they will be reconsidered at each progress report and report card time for grades and at each

report card for attendance. When the privileges are revoked, the physical senior license will be taken away by the administration.

Student Information

All students are required to submit the emergency contact forms, medical forms, and other application paperwork to the school at the start of the school year. Restraining orders or court custody agreements need to be submitted by families on an annual basis and when court orders expire in order for the school to keep accurate records of legal proceedings. Confidential information can be submitted directly to the administration.

Student Visitors

Students from other schools are only allowed to visit during school hours if they have the intention of attending HRHS and have received prior administrative/counseling approval at least 24 hours before an anticipated visit. Contact the counseling department for further information and to make arrangements.

Theft

The school is not responsible for stolen items. If a theft of a personal item occurs, it should be reported to the adult to whom the student is assigned at the time of the theft. The student should then submit a written report listing the details of the theft to an assistant principal.

Transition to Middle School and High School

Evening transition programs are held for incoming 7th grade students and families to review courses as well as extracurriculars offered in middle school. Upcoming 7th graders are given a tour of the middle school. 8th grade students and families are encouraged to attend the 9th grade transition night to learn more about courses, extracurriculars and graduation requirements of the high school.

Any new student and 7th grader is given the option to attend individual tours provided by Student Council before the start of the year. During the first few weeks of school, students new to our school (grades 9-12) can also attend the "New Student Luncheons" where they are able to get to know other students who have recently started school at Hampshire.

Transportation-Bus Information

Passes

The bus company requires that students who will be riding a bus other than the one assigned to them must have written authorization from a parent or guardian. Students with notes may obtain a bus pass from the office no later than the conclusion of lunch. The bus company may restrict the use of bus passes at any time.

After School Buses

Hampshire Regional offers two after school busses to all students on Mondays, Wednesdays, and Thursdays. The busses leave from Hampshire Regional at 4 pm. One bus travels to Norris Elementary School for a drop off in Southampton. The other bus travels to Anne T. Dunphy Elementary School in Williamsburg and New Hingham Regional Elementary School in Chesterfield.

All students are welcome to ride the after school bus, but they must sign up in the main office before the end of the school day each time they intend to ride. Once the bus reaches maximum capacity, students will be informed that there are no additional seats available.

If a student stays after school for extra help or for a club and is released before 4 pm, we will assign students a designated area that is staffed by an HRHS faculty member to wait with students for the after school bus. Students must report to the assigned classroom to wait for the bus and may not wander around the building unsupervised. Administration reserves the right to remove any student from an after school bus for poor conduct.

Transportation for School Choice Students

In an effort to assist families of School Choice students, the Hampshire Regional School District will offer an optional transportation service to School Choice students subject to the conditions outlined by the following procedure:

A non-resident family wishing to apply for transportation using this program must send a written request to participate in this program to: Central Office at 19 Stage Road in Westhampton. The request MUST include the student name, grade, and bus stop request MUST be listed in the request. Service for students applying for optional transportation will be provided on a first come first serve basis. The school bus stop will be assigned based on the address that is on file.

The yearly fee for Parents of School Choice Students for this optional transportation service is \$180 per rider for non-resident students. Once payment is received, the student/family will be notified of the assigned bus stop location by the bus company. This rate will be prorated if necessary and appropriate due to late registration or if the student is removed from the route as specified further below. The District will not provide refunds for families who begin using the optional transportation and voluntarily decide their student(s) will no longer take advantage of such transportation after the start date of the program.

The bus company actively manages seating capacity on school buses. Bus capacity is determined by the bus company based on the number of assigned student riders and seats (not daily riders). If the bus company states that they cannot safely transport additional students, the school will not be able to provide optional transportation to additional students. Determination of the bus company will be at the discretion of the bus company in consultation with the schools.

Students will need to get to a district-assigned bus stop. This bus stop location will not be selected by the student or family; rather the student and family will work with the School District to determine a suitable location. If a non-resident student is not able to ride from their desired stop, the District will make every effort to provide transportation from another bus. However, the final location that is offered to the family will be at the discretion of the School District.

In the case the District needs to remove a non-resident student from the bus due to over capacity (an example of when this could occur would be if a new family were to move into the District), the non-resident family will receive one week's notice that the non-resident student's transportation services are either being altered or cancelled. The District will make efforts to find a spot for the non-resident student on an alternate bus. If another bus is not available, the family will receive a prorated reimbursement from the bus fee.

Student Drivers

A student may not transport other students for school events, such as field trips, even if all parents and guardians involved approve of the arrangement beforehand. A staff member may transport a student or a group of students in a private car for school-related purposes with authorization from the Administration. Other volunteers and sponsors may be granted special permission by the Administration to provide such transportation.

Whenever practicable, school buses will be used for the transportation of students participating in district-sponsored activities and athletic events. However, in the event that a school bus is not provided, students will be required to arrange their own transportation to and from district-sponsored activities and athletic events. The District will not be responsible for coordinating or reviewing the transportation arrangements in this case. The District specifically disclaims all liability that may result from student-arranged transportation to and from district-sponsored activities and athletic events.

V. GENERAL INFORMATION

Animals in School

Because of the health and safety of all community members, the principal may grant permission for an animal to be at school in limited circumstances for educational purposes only. Professional school therapy dogs certified with their owners/handlers as Certified Assistance Dog Teams provide academic, emotional and physical support in the educational setting and will be permitted with principal approval. Professional therapy dogs are dogs trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler who works with the dog as a team, and as a part of the handler's occupation or profession. A professional therapy dog has been temperament tested by a trainer affiliated with an organization recognized as qualified to do temperament testing. Such dogs, with their handlers, perform such functions in institutional settings, community-based group settings, or when providing services to specific persons who have disabilities. Professional therapy dogs are not family pets that have been certified as pet therapy animals. Personal emotional support animals are not permitted at HRHS.

Approved Posters

Material may not be posted in the corridors or other public areas in the school without prior Administrative approval. This is to ensure fair and equal access to posting, to prevent harassment and inappropriate advertising and to maintain public standards of taste. Teachers have the same authority to determine all postings within their classrooms.

Automatic External Defibrillator (AED)

Hampshire Regional School District has an Automatic External Defibrillator on each floor of the building for the safety of staff, students and the community. Users are required to receive training.

Care of School Property

Students are responsible for the proper care of all school property including textbooks, materials, school equipment, and athletic equipment. Textbooks should be covered using material that does not damage the books. Students will pay for lost or damaged books or materials at a price to be determined based on the replacement cost of the lost items. Students who damage, deface or destroy school property will be required to pay for the damages pursuant to the Massachusetts Graffiti Law, General Law Chapter 266, sections 126A and 126B and/or Chapter 231, Section 85G-Civil Liability of Parents for Injuries or Damages Resulting from Willful Acts of Certain Minor Children.

Contacting the School

A parent or guardian may contact a teacher, counselor, or administrator at 527-7680 or email. Most email addresses are first initial, then last name @hr-k12.org, with a few exceptions. See www.hrhs.net for a full staff directory. Staff will respond to emails within two school days.

In some instances, a telephone conversation or conference may be needed. Parents or guardians are permitted to observe in classrooms when accompanied by a staff member.

Eighteen Year Old Rights

Once a person reaches the age of 18, Massachusetts law holds that that individual is an adult and has reached the age of majority. This means that an eighteen-year-old is capable of signing legal documents and entering into contracts. Consistent with this definition of "adult" is the ability to sign school-related documents, including report cards, permission slips, and absence notes. All Hampshire Regional High School students, whether they are eighteen years old or older, are responsible to adhere to school rules and policies as outlined in the HRHS Student Family Handbook.

Eighteen-year old or older students must meet the same standard for acceptable absences as other students. Unacceptable dismissals or absences will be considered unexcused. The school will continue to keep parents informed of grades, absences, etc. and allow parents to access the student records of their student unless that student has informed the school they do not want the parent/guardian to access the information.

ESSA Parent Notification

As a parent or guardian of a student at Hampshire Regional High School, you have the right to know the professional qualifications of the classroom teacher(s) who instruct your students. Federal law allows you to ask for certain information about your student's classroom teacher(s), and the law requires us to give you this information in a timely manner if you request it. In addition, the Every Student Succeeds Act (ESSA) requires that you be notified that HRHS routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to your request not to disclose such information without written consent by September 15. If you would like further information regarding this law, please contact the Principal's office at 527-7680.

How to File a Complaint

A complaint is someone's written claim that the school district has violated legal requirements for education.

To file a formal complaint, please submit a formal letter to the principal of the school. The letter can be mailed in or attached in an email. In the complaint, details must include:

- The nature of the complaint
- The school site of the alleged infraction
- Who is allegedly involved in the situation with specific student names
- The specific regulation that has been allegedly violated
- What outcome you are hoping to accomplish
- The complainant's name and contact information

Upon receiving the complaint, the principal will immediately investigate the claim, consult with necessary parties, use school policy, the student handbook and law as a guide, and determine an appropriate outcome. The person who submitted the complaint will not be kept anonymous during the formal investigation process. Outcomes that involve student or personnel consequences will not be shared.

If the complainant is not satisfied with the principal's actions, the complainant may direct the complaint to the superintendent of schools. Upon receiving the complaint, the superintendent will promptly investigate the claim, consult with necessary parties, use policy, the student handbook and law as a guide, review the principal's investigation and determine if the principal's outcome was appropriate.

If the complainant is not satisfied with the superintendent's determination, the complainant may go to the School Committee or the Department of Elementary and Secondary Education.

The Department reviews complaints, investigates the claims, and determines whether the district has violated legal requirements for education. If a violation has occurred, the Department directs the school to correct the violation or to take other steps to make sure that it does not happen again.

Federal law requires all complaints to be in writing and to be signed by the complainant. Federal special education law and Department procedures also require you to send a copy of the signed, written complaint (the letter or the completed Problem Resolution Intake form) to the appropriate school district administrator at the same time you send it to the Department.

A complaint to the Department should include: a statement saying that the school district has violated a requirement of federal or state education law; the facts on which this statement is based; your signature and contact information (address, phone number, and/or email address); and if the alleged violation involves a specific child, the complaint needs to include:

- The student's name and address;
- The name of the school the student attends;
- If the student is homeless, the student's contact information and school the student is attending;
- Your proposed resolution of the problem (what you think can be done to fix the problem);
- The name of the district administrator to whom you sent a copy of the signed written complaint that you sent to the Department.

Letters of Recommendation

Students, parents, or guardians who request a letter(s) of recommendation from any staff person for application to a private high school, college, scholarship, or for any other reason must make the request a minimum of twelve full school days in advance of the deadline.

Mask-Wearing Policy

Hampshire Regional School District's primary objective is to provide a safe educational environment for students and staff, while keeping as many students as possible in school buildings and engaged in productive in-person learning during the ongoing Covid-19 pandemic. The following health and safety protocols were developed in accordance with guidelines and recommendations from the Center for Disease Control (CDC), American Academy of Pediatrics (AAP), Massachusetts Department of Public Health (DPH), and Department of Elementary and Secondary Education (DESE). This policy may be adjusted as necessary as new evidence is received regarding best practice guidelines but will remain in place until further notice.

According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks. Out of an abundance of caution during this time of unstable infection rates, we will require all individuals in our school building and on school transportation to wear a mask.

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

In an effort to ensure the safety of our school community during a time where there is a risk of transmitting or becoming infected with COVID-19, it is the policy of the Hampshire Regional School District that:

- Masks are required indoors for all students and adults, including educators, staff, visitors and volunteers, regardless of vaccination status;
- Masks are required while utilizing school transportation;
- Masks are **NOT** required:
 - Outdoors
 - During mask breaks
 - When eating and/or drinking
- Exceptions to mask requirements and recommendations will be made for those for whom compliance is not possible due to documented medical conditions or behavioral needs. A written note from the primary care physician is required for a requested exemption and must be approved by the building principal in consultation with the school nurse;
- Parents/ caregivers may not excuse their child from the face mask requirement by signing a waiver;
- Students will be supported in their individual circumstances and developmental levels in order to comply with mask wearing; face shields or physical barriers may provide an alternative in some instances;

Safety, Security and Violence

The district is committed to maintaining an orderly educational environment, and to using administrative procedures that keep schools and offices free from disruption and prevent unauthorized persons from entering school property. The purpose of this policy is to promote mutual respect, civility, and orderly conduct among employees, students, parents, and the public. It is not intended to deprive any person of their right to freedom of expression, but only to maintain a safe and harassment-free workplace and learning environment for students and staff. In seeking to have its employees be seen as positive role models for children and youth in our communities, the district seeks public cooperation in encouraging positive communication and discouraging volatile, hostile, or aggressive actions by anyone.

- Any individual who disrupts, or threatens to disrupt school or office operations, threatens the health or safety of students or staff, willfully causes property damage, uses loud or offensive language which could provoke a violent reaction from others, or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the school Principal or designee.
- If any member of the public uses obscenities or speaks in a demanding, loud, insulting or demeaning manner, the Administrator or employee to whom the remarks are directed will calmly and politely ask the speaker to communicate in a civil manner. If the abusing party does not correct the behavior, the employee will verbally notify the offending person that their meeting, conference, discussion, or phone conversation is terminated, and if on school property, the offending person will be directed to leave the premises.
- If an individual directed to leave under the above conditions does not do so promptly, the Principal or designee shall inform the offending party that charges may be filed for violating Massachusetts General Laws Chapter 272, Section 40, *Disturbance of School or Public Meeting*, and that law enforcement officials will be notified.
- When violence is directed against employees or theft against property, employees will promptly report the occurrence to their Principal or designee and complete an Incident Report.
- When any attack, assault, or threat is made against employees or their supervisors on school property or at school-sponsored activities, an Incident Report must be completed and filed with law enforcement officials.
- When it is determined that a member of the public has, or is likely to violate these provisions, the employee will immediately notify their supervisor and file an Incident Report. If possible, the offending party should be given a copy of this policy at the time of the occurrence.
- Application of this policy and reporting procedure is also encouraged in any situation or circumstance where it is observed that laws are knowingly being violated in the school.

Safety Drills

As required under Massachusetts law, a variety of safety drills need to be conducted on a regular basis in public schools. Hampshire Regional High School expects that parents and guardians will work cooperatively when safety drills are planned and not release or excuse their child from school when these safety events are scheduled. In the event that visitors are within the school during a safety drill, they are expected to follow instructions during such events.

- **Fire** During a fire drill, students are to leave school under the direction of their teacher and relocate to the parking lot where attendance will be taken. Students should be familiar with the fire drill directions that are posted in each classroom.
- **Lockdown** During a lockdown drill, everyone must remain where they are or enter the nearest classroom if in the hallway. All doors must be locked and the lights turned off. The door windows must be covered and all window blinds closed. Everyone in the room must maintain silence until they are released from the drill.
- **Shelter in Place (SIP)** A SIP drill is practiced in the event of an isolated incident. (e.g. toxic spill, bomb threat, drug searching dogs, hazmat) Everyone must remain where they are and continue with their scheduled activities until notified that the SIP drill has concluded.
- **Evacuation/Relocation** An evacuation/relocation drill is conducted in the same manner as a fire drill with the only major exception being that everyone would relocate to a site off the Hampshire Regional High School campus.

School Choice

School Choice students are accepted on an annual basis pending school committee approval. Seniors are not accepted for school choice at Hampshire Regional. No students will be accepted for school choice after the school year has started. School choice acceptance is based on current enrollment and determined by the Principal. Students accepted as school choice are required to let the school know if they accept their spot by the deadline or they risk giving up the spot. See the Transportation section of this handbook for more information about busing.

School choice applications are available on the school's website.

School Insurance

A school insurance policy is available at a nominal fee for all students. Please contact the main office for forms.

School Resource Officer (SRO)

The School Resource Officer is a certified municipal police officer assigned to HRHS to work collaboratively within the school community as a resource for safety and security issues. The SRO assists the school administration in maintaining a safe and secure environment on an as-needed basis. It is essential for the SRO to endorse high moral standards and use good judgment and discretion.

The SRO is *not* a school disciplinarian. Violations of school rules remain the responsibility of the administrative team. However, if a violation of a school rule is also a criminal offense, the SRO may conduct a concurrent investigation and take the appropriate action under the policies and procedures set forth by their police agency and the state of Massachusetts.

School counselors may call upon the SRO to assist in conflict mediation efforts. Parents may seek information from the SRO if they suspect their child may be experimenting with drugs or alcohol. Students may ask the SRO for advice concerning a recent traffic ticket. Many times students will just want someone to talk to about problems that they are experiencing, and the SRO can act as another caring adult in the school building who works to find positive solutions for students.

Sex Education/Exemption Parent Notification

As part of the comprehensive health education program offered at Hampshire Regional, curriculum primarily involving human sexual or human sexuality issues will be presented in grade 9 Health class.

Exemption will be granted from a specific portion of the health education curriculum on the grounds that the material taught is contrary to religious beliefs and/or teachings of the student or student's parent/guardian. A request for exemption must be submitted in writing to the Principal in advance of the instruction in that portion of the curriculum for which exemption is requested. The request must state the particular conflict involved. The Principal will confer with the teacher to determine the length of time a student will be exempt. At the school's option, a student so exempted may be given an alternative activity for which the student shall receive credit. The Principal will inform the parent/guardian of the disposition of the request within a reasonable number of school days of receipt of the request. Parents and guardians may inspect and review program instruction materials for these curricula, which will, to the extent practical, be made reasonably accessible to parents, guardians and others. Arrangements may be made to review the materials at school or at another location determined by the Principal.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

Student Records

The Regulations Pertaining to Student Records were developed by the Massachusetts State Board of Education to ensure parents, students and former students of their rights of confidentiality, inspection, amendment and destruction of student records. The regulations have the force of law and apply to all elementary and secondary schools. Below is a summary of the major provisions of the regulations.

A parent or any student who is at least 14 years old has the right to inspect all portions of the student record upon request. Requests for student information (other than a simple transcript) requires a minimum of ten full school days advance notice. Once a student has graduated, the first request for a transcript will be free. After that, the next ten copies will be \$2.50 each. Subsequent requests will be \$1.00 each. Requests for copies of the transcript must be made through the Main Office.

The student record consists of the transcript and the temporary record. The transcript contains your name, address, and your birth date; the name and address of your parents or guardians; course titles; grades (or the equivalent when grades are not applicable); grade level completed and the grade completed. After the student receives a diploma, transfers or withdraws from the school, that transcript is kept for sixty years.

The temporary record consists of all the information in the student record which is not contained in the transcript. This information may include standardized test scores, extra-curricular activities, and evaluations by teachers, counselors, or other school staff. A school health record, which gives a general profile of health, may also be included. The temporary record shall not contain any anonymous information and will be destroyed after graduation.

Notice is hereby given: any non-essential documents in a student's file--such as school work samples, notes from families/guardians, etc. will be destroyed at the end of each school year. In addition, these documents will be destroyed when the student transitions from Hampshire Regional High School to any other school within the district or outside of the district. Any school will keep only information that is of importance to the educational process.

Review

In accordance with federal regulations and for the benefit of parents and students in the school district, protocol is aligned with rights regarding educational records and confidentiality. A student and a parent have the right to inspect and review educational records. (FERPA 99.4).

1. Contact the school principal and inform him/her that you would like to review your student's educational records. You must give written consent before any personally identifiable information is released about your student to anyone other than the parent/guardian.
2. You may not remove the student's file from the secure space. You may not remove any document from a student's file or add to the student's file.
3. If you feel the educational record is misleading or inaccurate, you can request an amendment to the part of the record that is inaccurate in writing with the School Principal.

Obtain

1. Contact the school principal and inform him/her that you would like a copy of your student's educational record.
2. Allow the school five days to copy and provide the requested information. There may be a small fee to cover the copying.

Request a Change

1. Inform the school principal that you have discovered inaccurate or misleading information and would like it amended or removed.
2. Allow the school district five to 10 working days to decide whether your request is valid.

3. If the school district disagrees with the request, you can file for a hearing with the school district to voice your concerns.
4. If, as a result of the hearing, the school district decides that the information is inaccurate or misleading, the school will amend the record and inform you of the amendment in writing.
5. If, as a result of the hearing, the school district decides the information is accurate and not misleading, they will notify you of the right to place a statement in the record explaining why you feel the information is misleading or incorrect.
6. The school district is obligated to place a copy of your statement in the educational record.

Destruction of Records

1. Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates, or withdraws from the school system. When the student transfers, graduates, or withdraws from school, and if the eligible student or the parent/guardian wants the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this notice in the handbook, will be provided to the student or the parent/guardian of such destruction.
2. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/ exclusions), any notes from the parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian wants those records, they must request in writing, prior to the last day of school, that the documents be provided to them, rather than be destroyed. No additional notice, other than this notice in the handbook, will be provided to the student or the parent/guardian of such destruction.

Confidentiality

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records via written request *unless* the school or district has been given documentation that:

- 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
- The parent has been denied visitation, or
- The parent's access to the student 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
- There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

For more information, please contact the Superintendent's Office. The custodial parent will be notified of the noncustodial parent's request.

Disciplinary Records

Upon request from a receiving school as stipulated in the Education Reform Act of 1993, Hampshire Regional High School will supply a student's disciplinary record to the receiving school. Under the Education Reform Act of 1993, new students from another sending school will not be registered until Hampshire Regional High School receives said student's disciplinary records from the sending school. It is the responsibility of the student and parent or guardian to ensure that these disciplinary records are sent promptly.

Disclosure of Directory Information

Hampshire Regional may disclose appropriately designated "directory information" without written consent unless the parent/guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Hampshire Regional to include this type of information from your student's education records in certain school publications. Examples include:

- a playbill, showing the student's role in a drama position
- the annual yearbook
- honor roll or other recognition lists
- graduation programs

- sports activity sheets such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If the parent does not want Hampshire Regional to disclose directory information from their student's education records without your prior written consent, the parent must notify the district in writing.

Vocational Schools

Information regarding application to vocational schools is available in the Counseling Department for interested students. The required budget form must be submitted to the Superintendent of Schools by January 15 of the year prior to the planned year of attendance.

Volunteers

M.G.L. c. 71, § 38R requires all schools to conduct criminal background checks on current and prospective employees and volunteers, including those who regularly provide school related transportation to students, who may have direct and unmonitored contact with students. A CORI (Criminal Offender Record Information) must be obtained at least **every three years** during an individual's term of employment or service. Volunteers are not subject to the fingerprint-based state and national criminal record check required for all school and contractor employees.

VII. DEPARTMENTS

Cafeteria

Breakfast: Breakfast will be free for all students during the 2021-2022 school year. Students may get breakfast outside before 7:32 in the back of the building at the bus drop-off or at the auditorium entrance of the building near the back parking lot. Students must eat their breakfast outside before coming into the building; no eating in classrooms will be permitted.

School Lunch Protocols: School lunches will continue to be free for all students during the 2021-2022 school year. Students who would like a school lunch can choose from the regular hot lunch line for free, or the a la carte line, where students will need to pay for individual items. Students will be allowed to eat inside or outside.

If a student requires a specific diet, then a doctor's note is required.

Counseling Center

The vision of the Hampshire Regional Counseling Center is that every student is actively working on clear goals in order to reach their fullest potential in their academic, career, and social/emotional development.

Core Values

1. We believe that students need to be able to function well emotionally and socially in order to be academically successful.
2. We believe that all students need to be fully aware of their post-secondary options and what steps are needed to pursue each option.
3. We believe that students need the knowledge of their own interests, skills, values, and abilities in order to set realistic goals, make healthy decisions, and advocate for themselves throughout their life.
4. We believe that it is essential for the counseling staff to collaborate with teachers, administrators, and families in order to help all students reach their academic, career, and social/emotional goals.

Counselor Assignments

Students in middle school are assigned to one counselor for 7th and 8th grade. Students in high school are assigned to a counselor based on grade level. High school students will remain with their counselor for the duration of high school. The college/career counselor will work with students in all grade levels to support students with their career development. Requests for a counselor different from the assigned counselor cannot be honored.

Counselor assignments for the school year are as follows:

Ms. Krems - Grades 7 and 8

Ms. Pietrzak - Grades 10 and 12

Ms. Rochon- Grades 9 and 11

Ms. Scully - College and Career Counselor

How do Students Contact their Counselor?

Students are encouraged to visit the counseling office to arrange a meeting with their counselor. Students are advised to schedule a meeting during their free periods, lunch, and before or after school. Counselors may also contact students to meet during the day.

How do Parents/Guardians Contact the Counselor?

Counselors are available by phone or through email to answer any questions or concerns. Parents are encouraged to contact their student's counselor to request a meeting.

Academic Counseling

Counselors support students to choose courses that best fit their interests, abilities, and career choices. Counseling is available to students who express academic difficulties. Meetings are held by the counselor to establish educational plans and to work on organizational strategies. Supplemental testing may be recommended when needed to further explore student challenges. Counselors can also assist students in locating a student or professional tutor when requested.

Confidentiality and Privacy of Information

School counselors are continuously available throughout the academic year to assist with any concerns that may arise. What is said to counselors will be held in the strictest confidence, unless the student shares that he/she is hurting

themselves, he/she may hurt others, or an adult is hurting the student. Counselors are then required to report this information to appropriate authorities.

Any student who seeks counseling for a substance use problem from one of the school counselors or a student whose parent or guardian seeks such counseling will receive such counseling on a confidential basis. Confidential counseling is permissible as long as the student is not observed using, distributing, selling, or possessing drugs on school property and so long as actions or expressed intentions of the student do not pose a threat to the safety or rights of other students and staff. A parent or guardian of a student under 18 years of age who objects to such confidentiality may request that they are notified about any matter concerning drugs. The student will be informed that no assistance can be given without the knowledge of the parent or guardian. Otherwise, the counselor will honor the student's request for confidentiality but will encourage the student to consent to the involvement of parents or guardians. If the counselor believes that counseling sessions should not continue without the involvement of a parent or guardian, the counseling will end. The role of the school will be limited to a determination of the problem followed by an effort to put the student in contact with persons or agencies outside of the school who are qualified and prepared to provide appropriate medical or psychological assistance. No such person or agency will be contacted without the knowledge of the parents or guardians.

Personal Counseling

Counselors are available for students who would like to discuss personal concerns. Counselors may also speak with groups of students who share similar concerns, as well as provide mediation when appropriate. A counselor can be used as a personal resource for referrals to professionals both inside and outside the school system. Counselors are available to students who believe they have an immediate emotional need. Counselors aim to help students develop their own decision-making and coping skills.

To ensure that counseling materials are free from bias and stereotypes on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, and homelessness, all counselors:

- encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities, and skills
- examine testing materials for bias and counteract any found bias when administering tests and interpreting test results
- communicate effectively with limited-English-proficient and disabled students and facilitate their access to all programs and services offered by the district
- provide limited-English-proficient students with the opportunity to receive counseling in a language they understand
- support students in educational and occupational pursuits that are nontraditional for their gender

Library Media Center

A fine of five cents per school day is charged for overdue material. Students must pay for lost or damaged library materials. The following consequences may be assigned if library materials are not returned promptly.

- Office detention following the third notice.
- If the overdue material is not returned following the office detention, the student may not be allowed to sign up for study hall in the library or check out any other material. All material must be returned and/or the financial obligation paid before students can use the library the following year or obtain tickets for their graduation ceremony.

Printing in the Library

In an effort to control paper waste and cut down on printing costs, students and teachers are encouraged to share documents online whenever possible. Students may use the computers and printers in the library for school-related projects before, during, and after school. A limit of 10 pages per job is requested with no more than 50 pages total for the school year. Occasionally the library may be closed due to class use or meetings, if this is the case the librarians may ask students to wait to print their project until the library is free or it may be possible to use the printer in the library computer lab. Students should not assume that the library will be available to print their documents.

Library Procedures from Directed Study

- Before the first period of the day, students use the electronic sign up form for any of the six periods (maximum of 30 students per period).
- Only students who signed up in advance will be allowed in the library. The library may be unavailable during some periods due to class usage.
- The librarian will email a list of students signed up for study hall to Directed Study Hall teachers.
- Students report directly to the library. They do not report to the Directed Study. Directed Study Hall teachers will not send students to the library without calling the librarians for availability.

- Attendance will be taken at the beginning of each period. Students must be on time.
- Students who are signed up and do not report to the library will be considered truant and will be reported to the assistant principal.

Nurse

General Information

A registered school nurse works with students and their families in promoting and maintaining optimal student health while school is in session. A school physician is available as an advisor for consultation and preventive health programs.

Excuses from physical education are required for those students who cannot participate. A written note from a parent or guardian is sufficient for short-term excuses of no more than three school days. For longer periods, a note from a physician with a medical diagnosis and length of the excused period is required.

When a student requests to see a school nurse, the student should obtain a pass from a staff member unless an emergency arises. Students dismissed from school due to illness or injury will only be released to a parent, guardian or someone identified on an emergency contact form on file. All students will remain in the nurse's office until they are dismissed.

HRHS also follows the MIAA regulations requiring proof of a yearly physical examination for students wanting to participate in any HRHS athletic program.

If a student becomes ill or injured at school, first aid will be administered in accordance with policies approved by the school physician. If the illness or injury is serious, the student will be transported by ambulance to the nearest hospital emergency room. Parents/guardians will be notified as soon as possible.

If the school nurse suspects the presence of any contagious disease, the student(s) involved must seek the advice of a physician. The nurse may require that such students be dismissed from school.

In June 2020, the Massachusetts Department of Public Health deemed that school-supplied hand sanitizer is a substance that requires a physician's order. The signed standing order has been obtained from the HRHS school physician for students of Hampshire Regional High School. If parents do not wish for their student to use the hand sanitizer provided by the school, please send in an opt-out letter to the nurses' office to have on file. Students will be expected to refrain from using sanitizer independently if the said letter is on file.

Communication with the Nurses via email:

The Attorney General has ruled that communication via email in the public domain is not confidential and is considered a matter of public record. In order to ensure your student's protected health information remains confidential, no exchange of health information should occur with the school nurse via email.

Medication:

Over the counter medications are not allowed to be carried by any student according to the Massachusetts Department of Public Health regulations. Parents/guardians of students who need to take such medications must bring them to the nurse. Parental permission is needed for the nurse to administer over the counter medications. Students with asthma or other respiratory illnesses may possess and administer prescription inhalers. Students with life-threatening allergies may carry epi-pens.

Medication may only be administered to students by the school nurse and other individuals listed in the medical administration plan while at school acting under specific written request of the parent or guardian and under the written directive of the student's personal physician.

In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

- The student's name
- The name and signature of the licensed prescriber and business and emergency phone numbers
- The name of the medication
- The frequency and time of medication administration
- The date of the order and discontinuation date
- The specific directions for administration.
- The medication must be in a pharmacy or manufacturer labeled container

All medications are to be administered through, and monitored by the nurse according to the following procedures:

- Written authorization from the physician and the student's parent or guardian is required before any medication will be dispensed (Paperwork is available from the nurse.)
- Medication must be delivered to school by the parent, guardian or other authorized adult
- The medication must bear the pharmacy label and instructions as well as the student's name

Immunizations:

Hampshire Regional High School adheres to the Massachusetts state regulation, 105 CMR 220.000, which outlines immunization requirements of the Massachusetts Department of Public Health for all entering and current students. Immunizations are required for all students prior to entering school. They are then collected throughout the child's schooling at required intervals by the state. The only exemptions for the immunization requirement are for religious or medical contraindication purposes. Medical exemptions (dated statement signed by a physician stating that a vaccine(s) are medically contraindicated for a student) and religious exemptions (dated statement signed by a student or parent/guardian, that a vaccine(s) are against sincerely held religious beliefs) **must be renewed annually. At the start of each new school year, this documentation must be provided to the school's health office prior to the first day of school, in order for your student to attend. Your student will be sent home and not allowed back to school until proper documentation is received.**

Guidelines for Returning to School After Hospitalization

If a student has had surgery, a serious medical emergency, or any other medical situation where the nurse or administration determines clearance for school or extra-curricular activities is necessary, a parent/guardian should provide written documentation from the physician that indicates that the student is:

- Medically cleared for return to school
- Explains any restrictions/accommodations while in school
- States any other pertinent information important to the safety and well being of the student

Guidelines for School Attendance During Illness or Infection Non-Emergency Illness

Students should only be in school when they can fully participate. Therefore, a student should stay home and/or will be dismissed from school by the school nurse:

- If the student has a fever of 100.4 degrees or higher, the student should stay home until fever-free for 24 hours without the use of fever-controlling medicine.
- If the student vomits and/or has diarrhea, the student should remain home for 24 hours after the last episode of vomiting and/or diarrhea without the use of medication.
- If the student has impetigo, the student must stay home for 24 hours after taking the first dose of medication. The sores should be covered until all lesions have crusted completely.
- If the student has head lice, the student may return to school after using a physician recommended lice treatment and all nits have been removed. The school nurse must check the student before returning to class.
- If the student has a skin problem such as a rash or an infected sore, the student should provide a doctor's note to the school nurse stating that the child has been diagnosed and is being treated by a physician and is safe to return to school.
- If the student has conjunctivitis ("pink eye"), (an inflammation of the eye where the white part of the eye becomes pink and there is often itching, drainage, and crust formation on the eyelid during the night) the student should be seen by a doctor for proper diagnosis and may return to school after receiving antibiotic treatment for 24 hours.
- If a student has strep throat, the student may return to school after they are fever-free for 12 hours without the use of fever-controlling medicine AND have received the appropriate antibiotic treatment for 12 hours.

Life-Threatening Allergies (LTAs)

Hampshire Regional recognizes the increasing prevalence of life-threatening allergies (LTA) among the school population. To reduce the risk of accidental exposure to allergens in the school setting, Hampshire Regional administration and staff will work in cooperation with parents, students, and physicians to minimize risks and provide a safe educational environment for all students.

Each school district will develop, implement, and annually review an allergy management plan as approved by the Principal and School Nurse. These plans will focus on prevention, education, awareness, communication, and emergency procedures and include:

- Guidelines for a definitive medical diagnosis to be reviewed yearly.
- Guidelines for Student Individual Health Plans.

- Clear delineation of roles and responsibilities among staff and administration.
- Annual education and training for teachers, assistants, nurses, cafeteria staff, custodial staff, coaches, and school bus drivers, substitute teachers.
- Guidelines for development and review of procedures that ensure that school transitions (classroom to classroom, field trips, recess, etc.) reflect the safety needs of students with LTA.
- Guidelines for the preparation, use, and consumption of food during school hours and/or at school events. Food from home for shared consumption should adhere to these guidelines.
- Development of an emergency response protocol.
- Allergy awareness, education, and guidance for students, families, and the larger community.

If families have specific questions regarding the management of a child's life-threatening allergy, please contact the school nurse.

Managing and Care of Students' Concussions and Head Injuries

Hampshire Regional High School is committed to the health and safety of all students. In accordance with 105 CMR 201.008, Hampshire Regional High School will provide "standardized procedures for persons involved in the prevention, training, management, and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities. Such activities include, but not limited to, interscholastic sports, in order to protect their health and safety." The Superintendent will designate the person(s) responsible for the implementation of this policy and procedures. Please contact Mary Phelan District Health Coordinator, or Cyndy Domina and Lyndsey Sojokowski, school nurse(s).

These procedures apply to all students in grades seven through twelve. All coaches, physical education teachers, marching band director, certified athletic trainers, volunteers, etc. who are involved with Hampshire Regional High School students, are responsible for following this policy and its procedures and protocols including sideline protocols for head injuries.

As required by 105 CMR 201.006, the policy and procedures will be reviewed and revised as needed, but at least every two years.

Pregnancy

A pregnant student is encouraged to remain in school and work in partnership with the Principal, ~~Associate~~ and Assistant Principal, and counselors to complete class assignments and receive course credit.

The student is expected to remain in school until a doctor recommends that they remain home until their child is born. The student will be medically excused from school for the period of time recommended by their doctor. During the stay at home, a tutor will be provided who will work with the student to complete assignments. The tutor will obtain work from the student's teacher(s) and return it to be graded by the student's teacher(s). The duration of home tutoring will be coordinated with their doctor. Tutoring will be provided both pre-and post-partum as recommended by the doctor through the Request for Home/Hospital Placement.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extra-curricular program as before the leave. Hampshire Regional does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school unless it requires such certification for all students for other physical or emotional conditions requiring the attention of a physician.

Narcotics

A student who may require the use of narcotics due to serious illness or surgery must have their parent/guardian contact the nurse before attending school. Use of narcotics during school must be reviewed and approved on a case by case basis by the nurse and administration. Narcotics may cause side effects that may affect cognition and/or safety. If a student is discovered to be under the influence of a prescribed narcotic, the student will be assessed by the nurse and a determination of whether or not the student will stay in school for the day will be made. If this occurs, a responsible adult will be encouraged to pick the student up. Students under the influence of a narcotic will not be allowed to drive home.

Screenings

Vision, Hearing, Height, Weight, Body Mass Index (BMI), Substance Abuse (SBIRT)

The school nurse will complete vision, hearing, height, weight, and body mass index screening for all students in grades 7 and 9. BMI results will be available in the nurse's office for distribution to families upon verbal or written request. All

abnormal results for vision and/or hearing will be mailed home to parents. Postural screenings will be completed for students in grades 7, 8, and 9. The parents/guardians of any student with an abnormal result will be called and also be mailed a copy of the results. A completely confidential substance abuse risk assessment will be performed with the vision, hearing, height, and weight screening. You will not be notified of these screening results unless it is deemed that there is an imminent risk to the student.

If a parent/guardian does not want their student to participate in any screening program, they must provide the nurse with a written opt-out letter.

Special Education Programs

Hampshire Regional High School has a range of special education and related services for students who have been identified as having special education needs. Students are identified through an evaluation process set forth in state and related federal laws. Parents/guardians and/or school personnel may initiate the process for a special needs evaluation for a student. Further information about the evaluation process and programs for students with special needs is available from the Counseling Office. All educational programs and services offered by Hampshire Regional High School are available and accessible to students with disabilities.

English Language Learners (ELL)

State and federal guidelines require that students in public schools whose native language is not English and who are currently unable to perform ordinary classwork in English be placed in specially designed programs of English Language development to assist them in learning English and in learning subject matter content. M.G.L. c. 71 A requires that Limited English Proficient (LEP) students receive Sheltered English Immersion (SEI) until they reach district criteria in English language proficiency allowing for their placement in the mainstream classroom.

SEI is content area instruction taught by teachers trained to use specialized techniques that assist ELL students to understand the content and language of the subject areas. SEI classrooms are those in which nearly all classroom instruction and activities are conducted in English, but with the curriculum and presentation designed for students who are learning English as their second language. Books and other instructional materials are in English. All reading, writing, and content matter are taught in English. In addition, the following are key elements of Sheltered English Immersion:

- Teachers of ELL students are required to have specialized training in how to work effectively with non-English speaking students.
- Classroom instruction in English based on the MA Curriculum Frameworks/Common Core and the World-Class Instructional Design and Assessment (WIDA) English Language Proficiency Standards.
- SEI allows teachers and tutors to provide native language assistance to students in order to clarify the content of the curriculum.
- Annual testing in reading, writing, speaking, and listening is required for every student in SEI.

VII. CODE OF CONDUCT

Introduction

To promote the best possible experience at school for all, it is expected that students will behave in a manner that adheres to the policies of the school and classroom. It is expected that students will treat one another with respect and consideration at all times. Students are expected to respond to staff requests with respect, cooperation, and compliance. If cooperation is not forthcoming, the student will be referred to an Administrator for further action.

When a student's behavior is inappropriate, school personnel will intervene with that student. This intervention could involve redirection or a warning; more significant consequences may be warranted. The school is responsible for maintaining a mutually respectful climate that supports high educational values. What is best for the individual must be balanced against that which is most desirable for the total school population. All staff members, including the faculty and support staff, have the authority to enforce the rules and regulations of the school as set forth by the School Committee and the Administration. If a student has an issue with a particular request or expectation from a staff person, the student should consult with an Administrator after complying with that request.

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations consistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public school of the District. The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff. In order to do this, each school staff member shall develop specific rules consistent with the law and School Committee policy. These rules shall be an extension of the District policy. In order to abide by our obligation under state and federal statutes, Hampshire Regional High School has the right to make inquiries of students within its school when the occasion presents itself. Hampshire Regional High School is under no obligation to involve or include parents or guardians with students in the process of these inquiries. When a disciplinary hearing is required, the student will receive a just hearing in accordance with the established rules, regulations, and procedures.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances. The Administration will attempt to resolve disciplinary situations by every means short of excluding a student from school.

Inappropriate student behavior will result in disciplinary action. However, a wide range of consequences for inappropriate student behavior will be considered. Some situations that require disciplinary action may be resolved within the confines of the classroom with a reasonable but firm reprimand and/or by teacher conferences with the student and/or parents or guardians. Progressive discipline will be determined by the degree, frequency, and circumstances surrounding each incident. Please note that not all possible acts of inappropriate behavior are defined or described in the Code of Conduct. If a situation should arise in which there is no applicable written policy, the administrator or staff member shall be expected to exercise reasonable and professional judgment. In the event a disciplinary consequence is appealed to the Principal, the Principal has the discretion to determine the consequence.

There may be cases where police are informed of student conduct. These cases are when the law dictates police notification such as bullying and harassment instances and/or if the student's conduct has safety implications. Chronic school offenders may be referred to the juvenile court for further action.

In keeping with the mission statement, students at Hampshire Regional High School are expected to:

- Demonstrate respect for self and others
- Abide by the school's Code of Conduct
- Accept responsibility for their own behavior
- Accept consequences for their actions

Classroom Conduct

Since teachers are responsible for keeping order and handling misbehavior in the classroom, they will discuss with their classroom expectations and the rules which they have established so that effective teaching and learning can take place. Teachers will handle unacceptable classroom behavior in a variety of ways, including verbal warnings, conferences, family contact, and classroom detentions. A classroom detention is after school or lunch time spent with the teacher in whose classroom misbehavior occurred.

Teacher Detention

Detention will be served outside of class time. Teachers may assign an after school detention, and must provide the parent/guardian and student with at least 24 hours notice. Any student who fails to attend a teacher assigned detention will be assigned to an office detention by Administration. A teacher detention has priority over all school related activities,

including sports. Students with legitimate after school appointments (such as work, doctor appointments or other necessary commitments) may be given consideration by their teacher for a 24 hour delay. Infractions that may warrant a teacher detention include, but are not limited to, pass violations, tardiness to class, disturbing a class, violations of class rules and other similar offenses.

Office Detention

Office detentions are assigned to students by Administration and they are held on Monday, Wednesday and Thursday. Students assigned to an office detention will receive 24 hours notice prior to serving the detention. An office detention has priority over employment, athletics (practices/games), artistic rehearsals, club meetings or any other after school commitments. Students will report to the assigned detention location at 2:20 and will remain with an assigned staff member until 3:10 pm. It is the student's responsibility to arrange their own transportation home. Students are encouraged to work on homework assignments during detention. Failure to attend an office detention will trigger further disciplinary action.

Infractions that may warrant an office detention include, but are not limited to, the following:

- Attendance issues (the attendance policy is included in this handbook)
- Disrespectful or discourteous behavior – any behavior that is socially unacceptable by present standards in a public place
- Unsafe/disruptive behavior in a lab setting
- Provoking physical conflict
- Abusive language, inflammatory language, fighting words, taunting
- Students in the locker room at inappropriate or unauthorized times
- Refusal to obey the directions of an administrator or teacher
- Forgery
- Lying
- Leaving the school building without permission
- Leaving the cafeteria without permission
- Parking in student parking lot without proper registration
- Use of cell phones/personal electronic devices during the school day
- Use of portable gaming/video devices (these devices are not allowed in school and should not be played on any device, including cell phones, calculators, etc.)
- Opening secured exterior doors to students and/or visitors
- Failure to report to a teacher detention
- Behaviors or actions that interfere with the educational process
- Student parking in the faculty/staff lot or visitor parking before 3pm
- Initiating or participating in food throwing
- Use of profanity or vulgarity
- Violation of the HRHS Acceptable Use Policy (the AUP is included in this handbook)
- Repeated classroom violations
- Failure to report to the office when sent or requested
- Disrespect toward a staff member

Loss of School Related Privileges

Another remedy for inappropriate student behavior may be the temporary loss of school privileges, including but not limited to field trips, artistic rehearsals, sports (practices and games), clubs, groups, access to student parking, and other after school activities. However, students will not be denied the opportunity to participate in any field trip or school related activity that is tied to the curriculum and/or will result in a graded assignment.

Restitution

Following either a written notice or a conference with the student and parent/guardian a student may be required to repair, restore, replace, or pay for damaged, vandalized, lost or stolen school property. Payment may be required either in cash or in appropriate, agreed upon services.

Restorative Justice

When determined by the Administration as the appropriate course of action, Restorative Justice will be incorporated into the consequences for inappropriate student behavior. Restorative Justice strategies are interventions in response to misconduct that involves the expectation of 'righting the wrong.' It does not replace such consequences as detention or suspension but compliments them. Two basic concepts in this approach are reconciliation and restitution. Reconciliation involves repairing the damage done to relationships or the (class or school) community by the misconduct. Restitution is

concerned with making amends for the effect of the misconduct. Such interventions stem from the belief that much misconduct affects the experience of others and the climate in class or at school. Just 'serving time', in many cases, does not provide the lessons necessary and does not adequately address the impact that the offense has on others.

Denial of School Provided Transportation

Transportation may be denied whenever a student's actions endanger or will continue to endanger him/herself or others while riding school-provided transportation.

Use of Tobacco and Controlled Substances

Tobacco-Free School Policy

Use of any tobacco products or tobacco related products such as e-cigarettes or vaping devices by students, staff and visitors are prohibited on school property or at any school function at all times. The Hampshire Regional, Chesterfield-Goshen Regional, Southampton, Westhampton, Worthington and Williamsburg School Districts are committed to ensuring a completely tobacco-free environment for the entire school community through a comprehensive school health education program, in conjunction with enforcement of a tobacco-free school policy. The possession of tobacco products or paraphernalia including rolling papers, e-cigarettes or vaping devices by minors on school property or at any school function is strictly prohibited. School property includes school buildings, school facilities, school grounds, school parking lots, school buses, and any other event controlled by the School Committee. It is the intention of the school district to consistently enforce this policy in order to improve the health of students, staff and visitors to its facilities.

Controlled Substances

These consequences may be given to any student found with vapes, tobacco, alcohol, or **any other controlled substance** at school or at a school function:

- 1 day suspension for possession
- 2 day suspension for using on school grounds
- 3-5 day suspension for distribution of vapes to others
- added extra day of suspension for each repeat offense
- Athletes and extra curricular participants will be suspended from activities and athletic events (25% of activity length for a first offense, 60% for subsequent offenses, following MIAA policy)
- Nurse involvement for an educational component to inform students about the risk of these products

Any paraphernalia that is confiscated will not be returned to students or parents/guardians.

Suspension

Some infractions are of such a serious nature that immediate and severe action is warranted. Suspension is the temporary exclusion from the regular school program for a specified number of days. The number of suspension days assigned is determined by the administration and depends on the nature of the case and disciplinary record. Because of the administration's commitment to make discipline more effective and to keep students in classes, administration will try to use suspensions rarely.

For attendance purposes, all suspensions are excused absences from school. Therefore, a student who misses any class as the result of a suspension of 10 or fewer days will have the opportunity to continue to make academic progress. They will have a reasonable opportunity to make up all assignments, tests, homework, quizzes, papers, and projects and will receive academic credit for all completed work. Students who miss class due to a suspension of more than 10 days are entitled to educational services during their removal. Teachers will not be required to provide extra help to students who are suspended. Students disciplined by the Administration may be asked to attend a reentry conference with their parents/guardians prior to returning to classes. Accumulation of suspension days does not carry over from year to year.

While under suspension, students are ineligible to participate in or attend any school-sponsored activities. This includes, but is not limited to, athletic practices and games, dramatic and musical activities, all club activities, dances, field trips, the Cotillion, and the Prom.

Notice of Proposed Suspensions

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing.

Notice shall set forth in plain language:

- the disciplinary offense;
- the basis for the charge;
- the potential consequences,
- including the potential length of the student's suspension;
- the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing; the date, time, and location of the hearing;
- the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The administration shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the administration must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the administration sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to email address provided by the parent/guardian for school communications (or other method agreed to by the administration and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

Short Term Suspensions: Hearing and Principal Determination

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing

The purpose of the hearing with the principal or assistant principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

For short term suspensions, there is no appeal process available to students per M.G.L. c. 71, §37H3/4.

Long Term Suspension/Expulsion: Hearing and Principal Determination

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Additionally, the student shall have the following additional rights which will be provided in their intent to suspend notice:

- The opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not, in advance of the hearing upon request;
- The right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- The right to cross-examine witnesses presented by the school district;
- The right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- Set out key facts and conclusions reached by the principal;
- Identify the length and effective date of the suspension, as well as a date of return to school;
- Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

Appeal of Long Term (over 10 days) Suspension/Expulsion

A student who is placed on a long-term suspension or expulsion shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. If the appeal is not timely, the Superintendent may deny the appeal or allow the appeal at his/her discretion. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

Emergency Removal

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the administration's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal, the administration shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The administration shall not remove a student from the School until adequate provisions have been made for the student's safety and transportation. The administration shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the administration, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension or short-term suspension, as applicable.

Suspension/Expulsion Examples

The following student conduct ordinarily carries the penalty of suspension. The administration reserves the right to determine the number of suspension days. The list is not inclusive of all conduct that may result in a suspension or expulsion. Infractions that may warrant a suspension include but are not limited to the following:

- Arson or the intentional setting of a fire
- Battery/fighting
- Physical or verbal threats to faculty, staff, students or administration
- Being under the influence of, using, possessing, purchasing, distributing or attempting to use, possess, distribute or buy alcohol or drugs, or any substance purported to be alcohol or drugs at school sponsored or school-related events, including but not limited to field trips, athletic events, and on the bus.
- Participation in a false alarm and/or pulling or tampering with any fire alarms within the building or on school premises
- Repeated provocation of physical conflict
- Vandalism, defacing or damaging school property including computers and their records, files, and systems
- Taking photos or videos of someone without their consent, and/or sharing photos or videos of someone without their consent
- Continued and willful disobedience to school and classroom regulations
- Tampering with fire extinguishers
- Violation of the Acceptable Use Policy (included in this handbook)
- Use of racial, religious, ethnic and/or sexual orientation slurs or symbols
- Profanity or vulgarity directed at a faculty member or school personnel
- Intentionally making false statements to faculty and administrators which results in wasted time and energy of school administrators
- Repeated profanity or vulgarity
- Harassment/Bullying (harassment and bullying policies are included in this handbook)
- Sexual harassment (sexual harassment policy is included in this handbook)
- Hazing as an organizer, participant and/or observer (hazing policy is included in this handbook)
- Selling food and beverages
- Disturbing a school assembly
- Making safety threat by any means, including, but not limited to, verbally, electronically, or in writing
- Use or possession of a bomb, fireworks, or any other explosive or incendiary device, including an object that appears to be a bomb or other such device
- Commission of an illegal act while on school grounds, school busses, or at any school sponsored event
- Actions that directly and purposefully affect safety and security issues
- Possession, dissemination or use of obscenity in any form, especially speech, writing, or explicit sexual pictures or drawings
- Inappropriate sexual behavior
- Other repeated violations of school rules
- Misuse of inhalants, glue, or any other similar substance, on school premises, at school-sponsored or school-related events, including field trips and athletic events, and on the bus

Suspension or Expulsion for Disciplinary Offenses Under M.G.L. 71 §§37H and 37H½

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

Possession of a dangerous weapon, possession of a controlled substance, or assault of staff

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. For clarity, marijuana is considered a controlled substance by federal standards and the school receives federal funding, therefore, possession of marijuana falls under this category.

The administration shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said

hearing, a principal may, in their discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

Felony complaint or issuance of felony delinquency complaint

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student in writing of the charges, the reasons for the suspension and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal of the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Bullying, Cyberbullying, and Retaliation

Acts of bullying, cyberbullying, and retaliation are prohibited:

- On school grounds, 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
- At a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on their rights at school or materially and substantially disrupts the education process or the orderly operation of a school.

The School Committee expects administrators and supervisors to make clear to students and staff the bullying will not be tolerated. The Principal or their designee will promptly and reasonably investigate allegations of harassment, including bullying, and will be responsible for handling all complaints by students alleging harassment, including bullying. The range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation may include but are not limited to suspension and or expulsion and termination for employees. Disciplinary actions shall be based on the need for accountability with the need to teach appropriate behavior. Any student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Bullying

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture, or any combination thereof, directed at a target that:

1. Causes physical or emotional harm to the target or damage to the target's property

2. Places the target in reasonable fear of harm to himself or of damage to his property
3. Creates a hostile environment at school for the target
4. Infringes on the rights of the target at school or
5. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying

Cyberbullying is defined as bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyberbullying shall also include:

- The creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying as written above.
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying as written above.

Hostile Environment

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

Retaliation

Retaliation is defined as any form of intimidation, reprisal or harassment by a current student or former student under the age of 21 directed against a person in response to an action that person has taken or knowledge that the person has.

Reporting Responsibilities

Everyone in the school community is responsible for immediately (the first opportunity and no later than within 24 hours) reporting incidents of harassing, bullying and/or retaliation, by anyone, in any form, that are directed at or witnessed by them at school or at a school sponsored event. Failure to report such incidents or failure to cooperate with an investigation of such an incident will result in disciplinary action. Further, it is the responsibility of all faculty, staff, and students to intervene verbally in any incident when it is possible for them to safely do so.

When to report:

- If you are a target or victim
- If you are a witness
- If you see insulting or demeaning graffiti or other visual displays
- If you have other reasons to believe that there may have been a possible incident or incidents involving harassment, bullying or retaliation.

If something is reported to any HRHS staff member that violates our student expectations, the administrative team will investigate and follow up appropriately even if the reporter requests that the school does nothing.

To Whom to Report:

Counseling: Ms. Richmond, Ms. Scully, Ms. Pietrzak, Ms. Krems
Assistant Principal Mr. Seid, Assistant Principal Ms. Milch
Any Hampshire Regional High School teacher, coach or staff member

Any harassing behavior that involves adult to student or student to adult must be referred to Lauren Hotz, Hampshire Regional High School Principal.

The above individuals can be reached at 413-527-7680.

All reported incidents of harassing behavior will be investigated. In the event a violation of this policy is established, Hampshire Regional High School will take reasonable steps to stop the violation and prevent its recurrence. These steps may include actions against those who have been determined to be in violation.

Searches, Seizures, and Interrogations

School lockers are the property of Hampshire Regional High School. The right of inspection of students' school lockers is inherent in the authority granted administrators. This authority may be exercised in a reasonable and prudent manner as needed in the interest of safeguarding students and property.

The search of a student's person, vehicle and possessions by school officials will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process. This authority may be exercised in a reasonable and prudent manner as needed in the interest of safeguarding students and property. Students have no legitimate expectation of privacy on school property. If school officials have a reasonable suspicion that a student is in possession of weapons, controlled substances and/or other illegal, inappropriate items, that student and their personal belongings may be searched. The search can include the student's person, clothing, handbag, backpack and automobile if the automobile is parked on school property. The school has no legal obligation to inform parents/guardians before students are searched or questioned if the administration is conducting the investigation. Students who refuse to be searched will receive appropriate consequences for insubordination, and the police will be notified. A search conducted by a school official is "justified at its inception" when there are reasonable grounds for suspecting that the search will turn up evidence that a student has violated either the law or the rules of the school.

In addition, administration or designee will search luggage before overnight trips.

Police Interrogations

The school has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to protect each student's rights with respect to interrogations by law enforcement officials.

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present. The student's parent or guardian will be contacted by school administration so the parent/guardian can be present and/or give permission to proceed with the interrogation.
2. If custody and/or arrest are involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by law enforcement officials. Reportable crimes include but are not limited to possession of a controlled substance or dangerous weapon, assault, vandalism, or stalking. (M.G.L., c.265, s.43, and/or hazing (M.G.L., c.269, s.17)

Inappropriate Sexual Behavior

Even if consensual, the following examples are inappropriate to the learning environment and are not acceptable at Hampshire Regional High School.

- Sexual touching includes touching of the breasts, buttocks, crotch, stomach, and inner thighs. Such touching can constitute "Indecent Assault and Battery," a felony under Massachusetts General Law (G.L. c. 265, s. 13B).
- Inappropriate and intimidating physical contact includes hitting, punching, pinching, restraining a person or blocking a person's pathway, grabbing, slapping, inappropriate lap sitting, or pulling hair. Such behavior can constitute "Assault and Battery," a felony under Massachusetts General Law (G.L. c. 265, s. 13A).
- Inappropriate and intimidating sexual language or gestures includes name-calling and comments about a person's body, or leering at a person's body.
- Prolonged kissing
- Pulling off or lifting your own or another's clothing such exposure can constitute a felony under Massachusetts Law.

The Administration has a degree of discretion and flexibility according to individual cases and circumstances in order to administer consequences for violations of these rules.

Harassment

Harassment of students by other students will not be tolerated at Hampshire Regional High School. This policy is in effect while students are on school grounds, school buses, or attending or engaging in school activities. Any harassing behaviors, even those occurring off school grounds, which affect a student's ability to learn, may be considered a violation of this policy.

Harassment is prohibited by the District includes, but is not limited to, sexual harassment and harassment on the basis of race, gender, gender identity, creed, color, national origin, sex, sexual orientation, religion, marital status, pregnancy,

pregnancy related condition, or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion. Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse, including electronic communications;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The Principal or designee will promptly and reasonably investigate allegations of harassment, and will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent/designee and Principal/designee will develop administrative guidelines and procedures for the implementation of this policy.

All persons associated with the Hampshire Regional School District including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. Because the Hampshire Regional School Committee takes allegations of sexual harassment seriously, district personnel will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, they will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. While this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed nor intended to limit the Committee's authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether or not that conduct satisfies the definition of sexual harassment. In Massachusetts, the legal definition for sexual harassment is as follows: "Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace or learning environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references, to sexual conduct, gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- Displays sexually suggestive objects, pictures, cartoons;

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting “comments”;
- Inquiries into one’s sexual experiences; and,
- Discussion of one’s sexual activities

All personnel will be responsible for implementing, monitoring, and enforcing the above policy. All personnel are to adhere strictly to this policy and to report any violations immediately to school administration.

If it is determined that inappropriate conduct has occurred, the administration will act promptly to eliminate the offending conduct, and where appropriate, will also impose disciplinary action. If any of our employees believe that they have been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

Updates to Title IX

Title IX now only applies to locations, events, and/ or circumstances in which the school district exercises substantial control. For Sexual Harassment to fall under Title IX, the conduct must have occurred in the school district program. Title IX does not apply to events that were alleged to have occurred outside the United States.

There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district. Upon receipt of actual knowledge (“actual knowledge” means notice of sexual harassment or allegations of sexual harassment to any employee of the district), the following must occur:

- Employees notify Title IX Coordinator or people file report directly with Title IX coordinator
- The Title IX Coordinator must then contact the complainant upon receiving the complaint and do the following:
 - Discuss and offer supportive measures;
 - Consider the complainant’s wishes with respect to supportive measures;
 - Explain that supportive measures may be received with or without filing a formal complaint;
 - Determine whether the complainant wishes to file a formal complaint; and
 - Explain to the complainant the purpose of filing a formal complaint.

SUPPORTIVE MEASURES:

Complainants and respondents must be offered supportive measures even if they do not file a formal complaint.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security, a safety plan, and monitoring of certain areas of the campus, and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

FORMAL COMPLAINTS:

A formal complaint means that a document has been filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the District investigate the allegation of sexual harassment under Title IX. If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant’s preferences.

This decision may be appropriate when safety or similar concerns lead the district to conclude it must investigate and potentially sanction a respondent. A Title IX Coordinator’s decision to override the complainant’s decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary. Under certain circumstances, the Title IX Coordinator may dismiss a formal complaint. If the complaint would not constitute

sexual harassment even if proved, or the alleged harassment did not occur in the school district's education program or activity, or it did not occur against a person in the United States. The school district must send written notice of any dismissal to the appropriate parties.

TIMEFRAME:

An investigation must be prompt – generally within sixty days, but can be extended for good cause.

WRITTEN NOTICE:

Before any investigation can begin, the district must send written notice to both parties including sufficient details.

Sufficient details include:

- identities of the parties involved in the incident, if known
- the conduct allegedly constituting sexual harassment,
- the date and location of the alleged incident, if known
- any known possible violation of the code of conduct along with potential consequences
- a copy of the District's Title IX grievance procedures.

The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties that the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If additional allegations are added during the course of the investigation, additional written notice must be provided.

INFORMAL RESOLUTION:

An informal resolution can only occur after a formal complaint and written notice has been issued. The Title IX Coordinator can consider offering mediation. The parties must give written consent to engage in this process. Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties or have a conflict of interest. Informal resolution is entirely voluntary. If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of discrimination or harassment unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

INVESTIGATION:

The Title IX Coordinator will designate an investigator and a decision-maker, who may not be the same person. The investigator must not be biased against any of the parties at the outset of the investigation. The investigator will be responsible for interviewing parties and witnesses, finding facts, and gathering evidence, all of which will go into a written report. During the investigation, each party must be provided an equal opportunity to present both facts and expert witnesses.

DECISION:

The decision maker will objectively review the relevant evidence and reach conclusions about whether the respondent engaged in the alleged harassment. Such will be outlined in a determination document. The decision maker must use independent judgment, so the decision maker is not the same person who conducted the investigation and cannot be the school's Title IX Coordinator.

The determination must be written. It must include at a minimum, the following information:

- 1) The school's policy/policies that were alleged to be violated;
- 2) A description of the procedural steps that were taken (including notices sent, interviews conducted, evidence gathered);
- 3) A section detailing the findings of fact;
- 4) A conclusion section that applies the facts to the relevant policy/policies;

- 5) A statement and rationale regarding the ultimate determination of responsibility;
- 6) Any disciplinary sanctions the school will impose and any remedies to the complainant if applicable;
- 7) A statement of the rationale for the remedies to the complaint and how those remedies will restore or preserve equal access;
- 8) A statement of the school's procedures and a statement regarding the parties' rights to appeal the initial determination of responsibility and the permissible basis for an appeal.

The determination will be sent to the parties simultaneously along with the appeals information.

The Appeals Process

Parties may appeal after a dismissal occurs, or a determination is issued. Parties will have five (5) days to appeal the dismissal or determination.

Grounds for Appeals

- 1) If a party believes that procedural irregularity altered the outcome of the determination or dismissal.
- 2) New evidence has been discovered that was not reasonably available at the time of the determination or dismissal. *An appeal for this reason may occur after the five day appeal requirement but not after one year.
- 3) A conflict of interest on the part of a Title IX Coordinator, investigator who compiled evidence, or the decision maker existed, and that conflict of interest affected the determination or dismissal.

RECORDS NOTICE:

A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.

The school district must notify applicants for employment, parents, employees, and all unions of the name or title of the Title IX Coordinator, his or her address, email address, and telephone number. The Title IX Coordinator's information must be displayed prominently on the school district's website.

RETALIATION PROHIBITED:

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

If an individual would like to file a complaint, discuss concerns, or receive information regarding our policy on sexual harassment and our complaint process, please do so by contacting:

Kathleen Messmer, Title IX Coordinator
Superintendent's Office HRSD
19 Stage Road
Westhampton, MA 01027-9655
(413) 527-7200
kmessmer@hr-k12.org

In addition to the above, if an individual believes that they have been subjected to sexual harassment, the individual may file a formal complaint with either or both of the government agencies set forth below. Using the district complaint process

does not prohibit one from filing a complaint with these agencies. Each of the agencies has a brief time period during which a claim must be filed (180 days for the EEOC, six months for the MCAD).

1. The United States Equal Employment Opportunity Commission ("EEOC") One Congress Street- 10th Floor
Boston, MA 02114 (617) 565-3200
2. The Massachusetts Commission Against Discrimination ("MCAD") One Ashburton Place - Room 601 424 Dwight
Street - Room 220 Boston, MA 02108 or Springfield, MA 01103 (617) 727-3990 (413) 739-2145

Hazing

Massachusetts General Law, Chapter 269, Sections 17-19 strictly prohibits any type of hazing or initiation into any student organization which will endanger, either physical or mental, a student's person.

The law specifically states:

Section 17: Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or both such fine and imprisonment. The term hazing as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization whether public or private property, which willfully or recklessly may endanger the physical or mental health of any student or other person.

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

Section 19: Each secondary school and each public and private college shall issue to every group or organization under its authority or operation 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 this section and sections 17 and 18.

Full documentation and explanations are available from the building principal or designee.

Any student who observes what appears to him/her to be the activity of hazing another student or person will report such information to the Principal, their designee or other faculty member, including the time, date, location, names of identifiable participants and the types of behavior exhibited. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school. Students and employees of the District are obligated by law to report incidents of hazing to the police department. Any student who participates in the hazing of another student or other person may be suspended from school. Any student determined by the Principal or their designee to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

Discipline of Students with Disabilities

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

Students eligible for special education who violate school rules are subject to removal from their current educational placement for up to ten (10) school days per school year, to the extent that such removal would be applied to students without disabilities, without prior determination as to whether the misconduct is related to the student's disability.

Any time school personnel seek to remove a student from his or her current educational placement for more than ten (10) school days in a school year, this constitutes a "change of placement" and invokes certain procedural rights including but not limited to a review by the IEP Team of the relationship between the student's disability and the behavior subject to the disciplinary action, which is referred to as a Manifestation Determination.

If the behavior is a manifestation of the student's disability the student's Team will conduct a functional behavior assessment and develop a behavior intervention plan, provided that such an assessment was not already conducted before the behavior occurred. In the situation where an assessment was already conducted and a behavior intervention plan is already in place, the Team will review the plan and revise it accordingly. The student will also be returned to his or her educational placement unless the parent/guardian and the school agree otherwise.

If the behavior is not a manifestation of the student's disability, then the student may be removed from his or her educational placement to the same extent that a regular education student would be removed, provided that the special education student must continue to receive educational services to enable the child to continue to receive his or her special education services in order to participate in the general education curriculum, although in another setting, and to continue to progress toward meeting the goals set out in the student's IEP. Additionally, the student should receive, as appropriate, a functional behavioral assessment and behavior intervention plan to prevent the behavior from happening again.

There are certain situations in which school personnel may order a change in placement of a special education student without regard to whether the student's behavior is determined to be a manifestation of the student's disability. These situations include when a special education student:

1. Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

In these situations, school personnel may remove the special education student to an appropriate Interim Alternative Educational Setting (IAES) for not more than forty-five (45) school days without regard to whether the student's behavior is determined to be a manifestation of the student's disability. A student may also be placed in such a setting 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.

If a special education student commits an offense, which causes the student to be expelled from school, the school district continues to be responsible for providing the student with a free appropriate public education in another educational setting. For more information regarding the rights of special education students see the Massachusetts Department of Education's Procedural Safeguards Notice, which is available in many languages, at www.doe.mass.edu/sped/prb/. Additionally, copies of the state and federal special education laws are available online at the Massachusetts Bureau of Special Education Appeals website, at www.doe.mass.edu/bsca/ or can be requested from the Director of Special Education at 978-249-2403.

Discipline of Students In the Process of Being Considered for Special Education

A child who has not been determined to be eligible for special education and related services but who is in the process of being evaluated and who has engaged in behavior that violates the Student Code of Conduct, may assert any of the protections provided for special education students if the school had knowledge (as determined by the IDEA) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred. The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred:

1. The parent/guardian of the student expressed concern in writing to supervisory or administrative personnel of the student's school or to a teacher of the student that the student is in need of special education and related services; or
2. The parent/guardian requested an evaluation of the student; or
3. District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if the parent/guardian has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility. If the district had no knowledge that the student is a student with a disability prior to taking disciplinary action, the student may be subjected to disciplinary measures applied to students without disabilities. However, if an evaluation is requested during the time period in which the student is subjected to these disciplinary measures, the district must conduct the evaluation in an expedited manner.

Discipline of Students on 504 Plans

School personnel may not suspend a student on a 504 plan for more than ten (10) consecutive school days without a manifestation determination. Procedural protections for eligible 504 students are the same as those afforded to special education students.

Student Suspension and Expulsion Data Collection and Reporting

The District shall collect and annually report data to the Department regarding in-school suspensions, short-term and long-term suspensions, expulsions, emergency removals under 603 CMR 53.07, access to education services under 603 CMR 53.13, and such other information as may be required by the Department. Such data shall be reported in a manner and form directed by the Department.

The principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status. In reviewing the data, the principal shall assess the extent of in-school suspensions, short- and long-term suspensions, expulsions, and emergency removals under 603 CMR 53.07, and the impact of such disciplinary action on selected student populations. The principal shall further determine whether it is necessary or appropriate to modify disciplinary practices due to over-reliance on expulsion, or in-school or out-of-school suspension, or emergency removals, or the impact of such suspensions, removals, and expulsions on selected student populations compared with other students.

IX. STATE AND FEDERAL LAWS PERTAINING TO SCHOOL POLICIES AND PROCEDURES

Notice of Non-Discrimination

The Hampshire Regional School District reaffirms that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, homelessness, limited English proficiency, gender identity, pregnancy, marital/civil union status, ancestry, place of birth, citizenship, veteran status, political affiliation, genetic information or exercise of civil rights in admission to, access to, treatment in or employment in its programs or activities. The Hampshire Regional School District also affirms its commitment to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, homelessness, gender identity, pregnancy, marital/civil union status, ancestry, place of birth, citizenship, veteran status, political affiliation, genetic information or exercise of civil rights. Any harassment on the basis of sex, race, national origin, religion, age, disability, sexual orientation, homelessness, gender identity pregnancy, marital/civil union status, ancestry, place of birth, citizenship, veteran status, political affiliation, genetic information or exercise of civil rights will not be tolerated.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violation to the building principal. The building principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity/Title IX/Section 504/ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.
3. The Equal Opportunity/Title IX/Section 504/ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

The District's Equal opportunity, Title IX, Section 504, Civil Rights and Americans with Disabilities (ADA) coordinator is the Director of Curriculum at Hampshire Regional Schools. The Director of Curriculum has been designated to respond to any questions about the district's policy and the review process for complaints and concerns about discrimination. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J. W. McCormack POCH, Room 222, Boston, MA 02109-4557.

The Massachusetts Civil Rights Act

The Attorney General's Office (AGO) enforces the Massachusetts Civil Rights Act ("MCRA"), M.G.L. c. 12, §§ 11H, 11I, 11J, which protects the rights of all residents and visitors to Massachusetts to be free from bias-motivated threats, intimidation, and coercion that interfere with their civil rights. The MCRA protects the right to use public parks and transportation, walk on public streets, attend school, live peacefully, and enjoy other basic rights.

The AGO prosecutes civil violations of the MCRA that have three basic elements:

- Underlying Conduct: The perpetrator engaged in threats, intimidation, or coercion.
- Interference With Civil Rights: The perpetrator used threats, intimidation, or coercion to interfere, or attempt to interfere, with the victim's secured civil rights.
- Bias Motivation: The perpetrator's conduct was motivated by bias against the victim because of the victim's membership in a protected group (e.g., race, national origin, religion, age, gender, gender identity, sexual orientation, or disability) or protected activity (e.g., exercising the right to vote or the right to associate).

It is important to know that hateful and offensive speech or symbols, standing alone, do not necessarily violate the law. Rather, the law prohibits certain kinds of physical or verbal conduct. A "threat" occurs when the perpetrator does or says things with the intent to make another person fearful or apprehensive of injury or harm. "Intimidation" occurs when the perpetrator intentionally puts another person in fear for the purpose of compelling or deterring conduct by that person. "Coercion" occurs when the perpetrator uses force, either physical or moral, to compel another person to do something against their will that they would not otherwise have done.

Gender Identity

An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011), amended several Massachusetts statutes prohibiting discrimination on the basis of specified categories, including gender identity, and subsequently, the Department of Elementary and Secondary Education issued guidance (<http://www.doe.mass.edu/sfs/lgbtq/GenderIdentity.pdf>) to school districts to implement the gender identity provision. That guidance includes the following: "All students are entitled to have

access to restrooms, locker rooms and changing facilities that are sanitary, safe and adequate, so they can comfortably and fully engage in their school program and activities...it is essential that the principal and student address access to the restrooms, locker rooms and changing facility. Each situation needs to be reviewed and addressed based on the particular circumstances of the student and the school facilities. In all cases, the principal should be clear with the student (and parent) that the student may access the restroom, locker room, and changing facility that corresponds to the student's gender identity."

In a growing effort to provide a safe and supportive environment for all students, as well as address any privacy needs, we will have three single occupant, gender neutral bathrooms available to our students, as well as two gender neutral bathrooms in our nurse's office and one in our main office. These bathrooms are located in the middle hallway on each of our three floors and are clearly marked. Students do not need to request a special key or permission to access these bathrooms. In addition, gender neutral changing rooms will be available to students to access during physical education classes. The changing rooms are located in a private space within the fitness room.

Student Restraint

Hampshire Regional High School complies with the Department of Elementary and Secondary Education (DESE) restraint regulations, 603 CMR 46.00 et seq. ("regulations"), as required by law on school grounds and at school-sponsored events and activities.

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

Physical restraint shall only be used in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. Physical restraint is prohibited as a form of punishment, when it cannot be safely implemented because of student medical safety concerns, as a response to student misbehavior (not resulting in assault or imminent, serious, physical harm), or as a standard response.

Whenever possible, physical restraint must be witnessed by at least one person who is not participating in the restraint. When the use of physical restraint is appropriate, properly trained employee(s) shall only use the amount of force reasonably necessary to protect a student or another member of the school community from assault or from imminent, serious, physical harm.

Physical restraint shall only be used by employees who have received the necessary training under 603 CMR 46.04(2) or 603 CMR 46.04(3). Employees shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The use of physical restraint shall be done in the safest method available and appropriate to the situation in a manner to prevent or minimize physical harm. Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention. Physical restraint shall not be administered in a manner in which the student is prevented from breathing or speaking.

During the restraint a staff member must continuously monitor the physical status of the student, including skin temperature and color, and respiration. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance. Any use of physical restraint shall end as soon as the student is no longer an immediate danger to him/herself and/or others. If a student is restrained for a period longer than twenty (20) minutes, program staff shall obtain the approval of the Principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.

The use of mechanical restraint, medication restraint, and seclusion are prohibited in all instances. Prone restraint is prohibited, except when all of the following criteria are met:

- The student has a documented history of repeatedly causing serious injury to self or others;
- All other forms of restraint have been unsuccessful in ensuring safety;
- There are no medical contraindications as documented by a licensed physician;

- There is psychological or behavioral justification with no psychological or behavioral contraindications as documented by a licensed mental health professional;
- The program has obtained consent from the parent to use prone restraint in an emergency, and the consent has been approved in writing by the principal;
- The program has documented all of the above in advance of the use of prone restraint.

As stated above, seclusion is prohibited. Time-outs, however, are a permitted behavioral support strategy. Time-outs involve a temporary separation of a student from learning activities or from the classroom, either by choice or by direction of staff for the purpose of calming. Time-outs must end as soon as the student has calmed. If time-outs are used as a behavioral support strategy, there must be a procedure in place for the use of time-outs that includes a process for obtaining principal approval for time-outs of more than thirty (30) minutes. During a time-out the student must be continually observed by staff member(s). Staff member(s) must be with the student or immediately available to the student at all times. The space used for time-out shall be clean, safe, sanitary, and appropriate for the purpose of calming.

Acceptable Use Policy

The purpose of this policy is to ensure appropriate access to technology resources that support and enhance student learning, staff instruction, school communication and data management.

Technology resources are intended solely for educational purposes and should be used as a tool to acquire and express content knowledge and skills. This includes, but is not limited to, classroom activities, research, assignments, homework, club activities and career development.

HRSD allows students (users) access to electronic programs and information that are vital to intellectual inquiry and learning. Every user has the responsibility to respect and protect the rights of others and are required to conduct themselves in a responsible, ethical, and legal manner, in accordance with district policies, rules, regulations and guidelines and the laws of the Commonwealth of Massachusetts and the United States when using HRSD computer and internet resources.

Use of computers and the internet are revocable privileges dependent upon compliance with district policies and procedures. A user's failure to comply with these policies may result in disciplinary action.

It is the responsibility of all HRSD employees, parents/guardians and students to understand this policy. As consistent with other policies found in the Student Handbook, the parent(s)/guardian(s) and student understands and agrees with this policy. Furthermore, HRSD has the right to place reasonable restrictions on tools and materials students access or post via our systems.

Users should have no expectation of privacy when using technology, including, but not limited to browsing the Internet, sending or receiving e-mail/messages, or using other electronic resources.

In accordance with the Children's Internet Protection Act (CIPA Public Law 106-554), the district employs filtering software to block access to inappropriate content on all computers with Internet access. Users should be aware that filtering software does not always block all inappropriate websites. Therefore, users should report all inappropriate sites accessed to the Director of Technology or a school administrator for appropriate action.

Every student is expected to take responsibility for his or her appropriate use of the HRSD technology resources. The HRSD disclaims all liability for the content of material that shall be accessed on HRSD technology, for damages suffered in the course of or as a result of technology use, and for any other consequences of technology use.

Student Google Apps for Education - Acceptable Use Guidelines

Hampshire Regional District Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google that includes such programs as Google Drive, Google Calendar, and Google Gmail. All of the Google Apps services can be accessed from anywhere there is an Internet connection (school, home, smart phone, etc.)

Student Google accounts assigned by Hampshire Regional District Schools are to be used for school related work only. Prohibited Conduct while using these services include, but are not limited to: Accessing files and information other than those owned by the individual student or that which has been shared between other GAFE users, unlawful activities, misrepresentation of the Hampshire Regional District Schools, unlawfully forwarding or copying material without

permission, sending content with any libelous/defamatory/offensive/racist or obscene remarks, disguising or attempting to disguise your identity while online.

Furthermore, incidents of cyber-bullying or inappropriate actions while using a District account are subject to the District's Bullying, Harassment and Intimidation Policy and/or Acceptable Use Policy.

Access to and use of Google Apps is considered a privilege according to the discretion of the Hampshire Regional District Schools. The District maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that a violation of law or district policy has occurred. Furthermore, the District reserves the right to access and monitor content located in student google accounts at any time.

Hampshire Regional District Schools cannot and does not guarantee the security or privacy of data located on the Google Apps system, including additional Google services not covered by our G Suite for Education agreement. Please note that Hampshire Regional District Schools does provide access to third party Google services for educational purposes which may allow students under the age of 13 to access these services. For a list of additional services please contact the District IT Department.

PowerSchool Parent Portal and Student Portal

The PowerSchool Parent Portal and Student Portal will give families access to students' grades, assignments, and attendance as well as school announcements. The portal supports the goal of the Hampshire Regional School District to continue to increase communication with families. We intend for the Parent Portal and the Student Portal to assist in the school's efforts to support students.

Guidelines:

1. All users are required to act in a responsible, ethical, and legal manner.
2. Usernames and passwords are to be kept confidential. Sharing the username and/or password can result in termination of all privileges.
 - a. If you have not received access information for your student(s), please contact the Hampshire Regional High School counseling office at (413) 437-5593. For security reasons, access information will not be given out over the phone or sent via email.
 - b. In the event a password is compromised, you can log into the Portal and select "Account Preferences" to change it.
 - c. If you forget your username and/or password, you can retrieve them by navigating to the Portal log in screen and clicking on the link "Having trouble logging in?" The system will send the login information to the email address that was registered when you created the account.
 - d. The Hampshire Regional School District can only release information to the parent or guardian of record. Information will not be released to other individuals to protect student confidentiality.
3. The Hampshire Regional School District does not provide technical support for your home and/or work computer system.
4. The use of PowerSchool is a privilege, not a right. Users shall not attempt to gain unauthorized access to the district system or go beyond their authorized access.
5. The Hampshire Regional School District reserves the right to monitor, inspect, copy, review and store at any time, and without prior notice, any and all usage of the PowerSchool system and any and all information transmitted or received in connection with such usage. No user shall have any expectation of privacy regarding such materials.
6. By using the PowerSchool Student Portal, you release the Hampshire Regional School District from any liability or damages that may result from its use and accept full responsibility and liability for the results of your actions concerning the use of PowerSchool. In addition, you agree to hold the Hampshire Regional School District harmless from any and all loss, costs, claims or damages resulting from your access and use of PowerSchool.
7. All access to PowerSchool is monitored. The Access Log lists dates of login, time accessed, and duration of login (in minutes).
8. Hampshire Regional School District may choose to limit the information shown at any time.
9. Teachers are not contractually required to update grades in PowerSchool on a daily or weekly basis. Although most teachers do keep their grade books current, expect a 10 school day period between assignment due dates and assignments being graded--more time may be necessary for longer assignments.
10. Please adhere to the following protocol in the order listed before contacting any teacher about concerns regarding your student's progress and/or grades:
 - a. The primary purpose of the portal is to provide you and your student with timely and accurate information in order to open up a dialogue. Please **engage in a discussion with your child first** and resist the temptation to contact the teacher about the details or grades for every assignment. Obviously, when there

are performance trends that cause you concern, contact with the teacher is appropriate and encouraged. Encourage your student to talk to his/her teacher for clarification first.

- b. Parent(s)/guardian(s) may send one email or call the teacher. You can expect a response within 48 school hours or the teacher's next day at school - whichever is first. If you have concerns about your student's overall progress you may request a meeting with his/her School Counselor.
- c. While families are one important audience for this system, we believe that students are ultimately responsible for their own success. Even with this portal, students are encouraged to keep track of all graded assignments that are handed back. When questions arise, students are encouraged to make the initial contact with their teachers before parents get involved. Students should also be communicating regularly with their families about their grades.
- d. Please respect the autonomy that exists for teachers in grading assignments. While our faculty is held to a common curriculum with common assessments, teachers still have a certain degree of autonomy with respect to grading values in their courses. We advise you to refer to the grading parameters that each teacher communicated to students in their class expectations or has posted on their web pages.
- e. Keep in mind that grades will fluctuate throughout a marking period. The grade that you might be viewing at any time is a "snapshot" of the student's progress to date. Missing assignments have a very negative impact on overall averages and should be made up by the student as soon as possible.
- f. Please give teachers a reasonable amount of time to assess student work and enter into their grade books. We ask for your patience and to wait 10 school days for tests and writing assignments to ensure the accurate assessments by the teacher. Teachers are asked to ensure their grade books are updated at the midpoint and end of each quarter. It should be noted that participation grades are frequently recorded at the end of the marking period.
- g. Report cards will still be issued quarterly. The official grade for any marking period is still the report card grade. Progress reports will also be issued at the middle of the quarter for families.

11. Every effort is made to keep the attendance information up to date; however due to the manual processing of excuse notes and phone calls, we ask you to be aware that information on the parent portal may not be updated for 24-48 hours after a note is submitted. Also, Excused Tardy and Dismissal notes may not be recorded until the next school day.

- a. Attendance concerns for morning meeting period should be addressed to the attendance clerk, Mrs. Estabrook, by phone at (413) 527-7680 or by email to aestabrook@hr-k12.org. Attendance concerns for each period should contact the classroom teacher via email or phone.

Terms of Use:

- 1. I understand that the Hampshire Regional School District is providing this access as a privilege. If I abuse the privilege in any way, as determined solely by the District, my account will be suspended and/or terminated.
- 2. I understand that the Hampshire Regional School District is not liable for any damages to my personal equipment incurred when connected to the PowerSchool System.
- 3. In consideration of using the Hampshire Regional School District network and having access to my student's grades and attendance, I hereby release the Hampshire Regional School District and its officers, employees, and agents from any claims and damages relating in any way to my access to and use of the system.
- 4. If the signed acknowledgement form is not returned, then the Hampshire Regional School District will nonetheless presume that the parent/guardian has read and accepts the terms of this agreement.

X. ATHLETIC HANDBOOK

Introduction

To provide a stimulating atmosphere of learning, Hampshire Regional High School offers extracurricular activities that develop and express student interests and talents. Extra-curricular activities enable students to enhance their effective learning skills and abilities in a dimension beyond the core curriculum.

Philosophy

Athletics at HRHS function as an integral part of the total educational program. Athletics offers students opportunities that assist in the development of positive relationships; promote self-realization, all-around growth, and good citizenship. The lessons learned through participation in interscholastic athletics can be invaluable. Sportsmanship, teamwork, commitment and dedication, sacrifice, accountability, leadership, competition and how to win or lose with grace and dignity can all be realized from a quality athletic experience. Furthermore, the athletic program at HRHS promotes school spirit and serves as a catalyst to the development of students' pride in the school and in themselves as people. The goal of the athletic program at HRHS focuses on preparing students to be successful, win or lose, by carrying away lessons of a positive and lasting nature. Athletics will provide constructive physical, mental, moral, emotional, and social growth. In addition, the athletic program will bring the community and the school together in a positive atmosphere to support one another. All of these goals, while of a very critical nature, will never be achieved at the cost of the philosophy and objectives of the overall educational program within which it functions. The justification for athletics is that they are an extension of the classroom and they contain, inherently, fundamental educational components.

Parent/Guardian Role & Responsibilities

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics at Hampshire Regional and you have expressed your willingness to permit him/her to compete. Your family interest in this important component of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal adjustments. We are concerned with the educational development of students through athletics and feel that a properly controlled, well-organized sports program can meet student needs for self-expression, social, mental and physical growth. It is our intent to conduct a program that is educationally sound in purpose and will enhance each student's personal growth. A student who elects to participate in athletics is voluntarily making a choice of self-discipline. For this reason we place stress on the rules and regulations of good training habits. Failure to comply with the rules of training and conduct can mean exclusion from the squad. This concept of self-discipline is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who are not willing to discipline their minds and bodies for rigorous competition. We are ultimately striving for excellence and do not want our athletes to compromise with mediocrity. When your child enlisted in one of our sports programs, your student committed our staff to certain responsibilities and obligations.

You, as a parent/guardian of a student-athlete at Hampshire Regional, have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Department of Athletics to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this athletic publication for students and parents.

Student Role & Responsibilities

Being a member of a Hampshire Regional athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad at HRHS, you have inherited a wonderful tradition that you are challenged to uphold. It will not be easy to contribute to such a great athletic tradition.

When you wear the colors of your school, we assume that you not only understand the traditions, but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

- **Responsibility to YOURSELF:** The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experience. Your academic studies, your participation in other extracurricular activities as well as in sports, prepare you for life as an adult.

- Responsibility to your SCHOOL: Another responsibility you assume as a squad member is to your school. Hampshire Regional High School cannot maintain its position as having an outstanding school unless you do your best in the activity in which you engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school. You assume a leadership role when you are on an athletic team. The student body and community know you. You are on a stage with the spotlight on you. Hampshire Regional will be judged, in part, by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Make Hampshire Regional proud of you, and your community proud of your school, by consistent demonstration of these ideals.
- Responsibility to OTHERS: As a member of a team you bear a responsibility to your coaches and teammates. You must aspire to live up to all of the training rules, you must practice to the best of your ability everyday, and you must compete with “all out” effort. Doing so will develop self-respect and *earn* you the respect of your teammates and coaches.

Sport Governance

There are multiple bodies that govern athletics at Hampshire Regional. Participants must comply with all of the regulations set forth by the MIAA, the PVIAC and the entities within Hampshire Regional.

Massachusetts Interscholastic Athletic Association <http://www.miaa.net> The MIAA is the governing body of athletics within the State of Massachusetts. It establishes all rules, regulations and policies relevant to athletics. The MIAA organizes, administrates and establishes the guidelines for all post-season tournaments. All schools throughout the Commonwealth are responsible to govern themselves in accordance with the rules set forth in the MIAA Handbook.

Pioneer Valley Interscholastic Athletic Conference The PVIAC is an athletic conference in the Pioneer Valley that is made up of a group of over forty high schools who have organized for the purpose of establishing rules and guidelines to create fair and equitable competition among member schools in all sports. The PVIAC falls under the guidelines of the MIAA.

Hampshire Regional District School Committee The School Committee is the governing body for Hampshire Regional High School. The Committee is composed of members from each of the five towns making up the district.

Superintendent of Schools The Superintendent of Schools administers policy relative to athletics as established by the School Committee.

High School Principal The Principal is the official representative of the school and is directly responsible for the total conduct of all athletic affairs of the school. The Principal is the official school representative in matters dealing with the MIAA and the PVIAC. The Principal ensures that all MIAA guidelines and policies are followed. The Principal is responsible for any official action taken by the school.

Director of Student Activities (DSA) The DSA is directly responsible to the Principal. The DSA is responsible for the supervision and administration of the entire interscholastic athletic program in collaboration with the administration. The DSA provides the leadership necessary for the daily operation of the athletic department. The DSA is responsible for carrying out and enforcing all school, PVIAC and MIAA rules and guidelines. The DSA is responsible for the supervision of all coaches.

Head Coach The head coach is responsible to the DSA and responsible for the total operation of the respective sport. Head coaches are the official representatives of the school as they carry out their interscholastic athletic responsibilities at practices, games, league meetings and the like.

Communication Guidelines

There are times in the course of an athletic season when questions or issues will arise. When these instances occur, students and parents/guardians are encouraged to resolve the situation at the lowest possible level, **beginning with the coach**. Below are guidelines for communication set forth by the Hampshire Regional Athletic Department.

Communication Chain

1. Coach
2. Director of Student Activities (DSA)
3. Assistant Principal
4. Principal
5. Superintendent

6. School Committee

Communication Parents Can Expect From a Coach:

- Philosophy of the coach
- Expectations of the athlete and the team
- Location of all practices and games
- A copy of the team rules

Communication Coaches Expect From Parents:

- Concerns related to your son/daughter's mental, physical, or emotional well-being
- Specific questions about a coach's expectations of parents
- Notification of any injuries or illnesses
- Prior notification of any student absences from practices or games

APPROPRIATE Parental Concerns to Discuss with Coaches:

- Mental or physical treatment of your son/daughter
- Ways in which you can help your son/daughter improve
- Concerns about your son/daughter's behavior

INAPPROPRIATE Parental Concerns to Discuss with Coaches:

- Playing Time/Individual Role (**discussions regarding playing time will be between the coach and athlete only**)
- Team Strategy
- Play Calling
- Team Selection
- Another Athlete

24 Hour Rule

Because coaches have much to think about prior to a game and are highly emotional following a game, we ask that parents not confront a coach with any concern within 24 hours before or after a game. Often, these situations lead to emotionally charged discussions that bring no resolution. Waiting 24 hours after the conclusion of a game will allow both the parent and the coach time to "cool down" before discussing a concern.

It is the goal of the Hampshire Regional Athletic Department to resolve all concerns in ways consistent with the mission and core values of the Hampshire Regional School District.

Athletic Programs

All students have an equal opportunity to try out for the following teams:

Fall	Winter	Spring
Gymnastics (V)	Boys Basketball (V/JV)	Baseball (V/JV)
Boys Soccer (V/JV)	Girls Basketball (V/JV)	Softball (V/JV)
Girls Soccer (V/JV)	Boys/Girls Alpine Skiing (V)	Track & Field (V)
Boys Cross Country (V/JV)	Co-op Ice Hockey (V)**	Girls' Lacrosse (V)
Girls Cross Country (V/JV)	Co-op Swimming/Diving (V)**	Co-op Boys Lacrosse (V)**
Field Hockey (V)	Wrestling (V)	
Golf (V)	Co-op Boys/Girls Nordic Skiing (V)**	
Co-op Football (V/JV)**		

V = Varsity JV = Junior Varsity

**** All Co-op athletes are bound by the rules of the host school.**

Club Sports- Hampshire Regional may offer athletic opportunities outside the jurisdiction of the MIAA through club sports. All club sports must have a designated club advisor who registers the club through the Director of Student Activities.

Rules and Regulations for ALL Student-Athletes

It is highly recommended that ALL student athletes familiarize themselves with MIAA regulations that govern all high school athletics in Massachusetts. These regulations can be found in the MIAA Handbook at www.miaa.net. The MIAA serves as the baseline expectations for students and Hampshire Regional High School may decide to hold students to a higher standard.

Student Eligibility

See “Extracurricular Activities Eligibility” for Hampshire Regional’s Academic Eligibility requirements in addition to some of the most commonly referenced MIAA requirements and rules listed below.

- All students must pass a physical examination within thirteen months of the start of each season. Physical examinations must be performed by a duly registered physician, physician’s assistant or nurse practitioner.
- The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law: Student-athletes and their parents, coaches, athletic directors, school nurses and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for “return to play”.
- All students must have parental consent in order to participate in any athletic program.
- Students who are 19 years of age prior to September 1 of their senior year are not eligible for high school athletics.
- **Any student who is suspended from school cannot participate in practices or games.**

MIAA RULE 61: Loyalty to the High School Team: Bona Fide Team Members

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. First Offense: Student athlete is suspended for one game/meet/match of the season. Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation (See chart on Rule 62). See Rule 96 for additional tournament restriction and Rule 86 for waiver guidelines.

MIAA RULE 62: Chemical Health/Alcohol/Drugs/Tobacco

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

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

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

Minimum Penalties:

- First Violation: When the Principal confirms, 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, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. all fractional parts of an event will be dropped when calculating the 25% of the season.

- Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal parts of an event will be truncated i.e. all fractional parts of an event will be dropped when calculating the 60% of the season.
- If after the second or subsequent violations the student of their own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal parts of an event will be truncated i.e. all fractional parts of an event will be dropped when calculating the 40% of the season.
- Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may extend into the next academic year.

Any HRHS athlete who violates rule MIAA 62 may lose eligibility for the season, per HRHS Code of Conduct.

User Fee

Rationale: All participants in the athletic program are required to pay a fee for each season. This fee is necessary to support the athletic budget.

Guarantee: The payment of this fee does not guarantee the athlete playing time or participation privileges outside what the student has merited as determined by the coach(s). Athletes who quit or are dismissed for disciplinary reasons will not have the User Fee refunded.

Fee: Payments should be made by **check or money order**, payable to HAMPSHIRE REGIONAL SCHOOL DISTRICT. Please put the student's name on the "memo" line. Electronic payments may be made on the www.hrhs.net website.

Student Transportation to and from District-Sponsored Activities and Athletic Events

Whenever practicable, school buses will be used for the transportation of students participating in district-sponsored activities and athletic events. However, in the event that a school bus is not provided, students will be required to arrange their own transportation to and from district-sponsored activities and athletic events. The District will not be responsible for coordinating or reviewing the transportation arrangements in this case. The District specifically disclaims all liability that may result from student-arranged transportation to and from district-sponsored activities and athletic events.

Insurance

The Hampshire Regional School District carries an insurance policy that covers all athletes. All claims as a result of an athletic participation injury should be made through the Athletic Director at the time of the incident.

Equipment

All athletes are responsible for any and all equipment issued to them. If equipment is lost, damaged, or stolen, the athlete will be held financially responsible for replacement costs of each item. It is very important to take responsibility for properly caring for all school equipment and facilities.

The Cut Process

In accordance with our athletics philosophy and our desire to see as many students as possible participate in the athletic program while at Hampshire Regional, we encourage coaches to keep as many students as they can. Time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport.

Justification for cutting students from a team may include, but are not limited to:

- Maintaining a safe player-to-coach ratio
- Maintaining a number of students that will be able to get fair playing time
- Maintaining appropriate skill level for competition

Playing Time

While maximizing participation is certainly a goal of any athletic program, a difference in philosophy between Junior Varsity and Varsity teams does exist with regard to playing time:

- Junior Varsity: This is a developmental level where students learn skills and prepare for varsity competition. It is expected that skills and strategies of the game will be taught and emphasized. It is also expected that all players will be given a fair and equitable opportunity to participate in competition to develop their potential and to

demonstrate their readiness for varsity level competition. Participation will be based on commitment, desire, attitude, respect for others, attendance at practice, sportsmanship and skill. At all times safety will be the first priority.

- Varsity: The Varsity level of interscholastic athletics should present the best that Hampshire Regional has to offer for competition against other schools. Participation will be based on demonstrated skills and strategies of the game, along with attitude, attendance, commitment to program, and sportsmanship. The Varsity coach will make all decisions regarding playing time. At all times safety will be the first priority.

Attendance

In order for a student to be eligible to participate in a game or practice, the student must be present in school from morning meeting to 12:00 P.M. *or* from 9:30 A.M. to the end of the school day. If a student is to be excused early or arrive at school late, a note signed by the parent/guardian is required. Only MEDICAL and LEGAL excuses will be accepted. If a note is not submitted, the student will not be allowed to participate in a practice or game on that day. In emergency situations, the athletic director or principal may waive this rule after consultation with the parents.

Reference Material

Additional informational websites:

- MIAA www.miaa.net
- Athletic Website www.hrhs.net

HRHS Athletic Code of Conduct

The Student-Athlete & Parent/Guardian are advised:

1. That the athletic program and all its contests are governed by the rules and regulations of the Massachusetts Interscholastic Athletic Association and of the league with which the school is affiliated.
2. That the Regional District will not assume any financial liability in the event of serious accident or injury.
3. That every squad member has successfully completed the physical examination required for participation in interscholastic athletics.
4. That the student-athlete must remain academically eligible.
5. That the student-athlete is held financially responsible for all equipment owned and issued by the department.
6. That squad members must be in regular attendance at all practices, games, and other mandatory functions. Absenteeism, without valid excuse or failure to report a planned absence **in advance**, may be penalized by the coach.
7. That a squad member must be in attendance on the school day of a game/practice. Attendance in school is defined as being in school from morning meeting until 12:00 P.M. or from 9:30 A.M. until the end of the school day except for seniors who are taking advantage of senior privileges. Reasonable circumstances may be excused by the Principal, Asst. Principal or Athletic Director with a signed note from the parent/guardian.
8. The gross neglect of sound school citizenship or repeated minor offenses can terminate team membership.
9. That a student who at any time uses, consumes, possesses, buys, sells, or gives away any tobacco product will lose eligibility for the number of contests as determined by rule #62 of the MIAA Blue Book.
10. That, in addition to MIAA Rule 62, a student who at any time uses, consumes, possesses, buys, sells, or gives away any alcoholic beverage, drug, or other controlled substance, other than those prescribed by a physician may lose eligibility for the remainder of that sport season. Out of season athletes who at any time violate the chemical health rule will be required to serve their penalty during their next season of participation.
11. That practice sessions scheduled for a day that conflicts with religious beliefs are optional and the student-athlete will not be penalized in any way for his absence.
12. That I may request from a coach in season, an explanation of any special team regulations governing participation in interscholastic athletics.
13. That if a student-athlete is suspended from school for any reason, that student-athlete is ineligible to participate in any practices or games during the length of the suspension. The student becomes eligible the day after the suspension ends.
14. That sportsmanship is an integral part of high school athletics and that proper respect will be shown to all players, coaches, and officials at all times.