

2021-2022 DAVID PROUTY STUDENT HANDBOOK



TABLE OF CONTENTS

MISSION STATEMENT.....	1
CORE VALUES, BELIEFS AND 21 ST CENTURY EXPECTATIONS.....	1
ENTRANCE POLICY	2
NON-DISCRIMINATION STATEMENT	2
EMERGENCY PROCEDURES.....	2
FIRE DRILLS	2
LOCK DOWN PROCEDURE	2
STAY IN PLACE PROCEDURES	3
EVACUATION PLAN	3
NURSE'S OFFICE	3
HEALTH RECORDS	3
MEDICATIONS.....	3
TRANSPORTATION BY AMBULANCE	4
PREGNANCY	4
DISCIPLINE CODE.....	9
CODE OF CONDUCT.....	9
CLASSROOM EXPECTATIONS.....	9
DRESS CODE.....	9
ATTENDANCE POLICY	10
FAMILY VACATION POLICY	11
TARDINESS	12
DISMISSALS.....	12
MAKE UP PROCEDURES	13
CONDUCT AROUND BUILDING	13
<i>Hallways</i>	<i>13</i>
<i>Unauthorized Areas</i>	<i>14</i>
<i>Food and Beverages.....</i>	<i>14</i>
<i>Cafeteria</i>	<i>14</i>
<i>Littering</i>	<i>14</i>
<i>Lockers.....</i>	<i>14</i>
<i>Vandalism and Theft.....</i>	<i>15</i>
<i>Textbooks</i>	<i>15</i>
<i>Portable Electronics</i>	<i>15</i>
<i>Public Displays of Affection.....</i>	<i>16</i>
<i>Gambling</i>	<i>16</i>
<i>Insubordination</i>	<i>16</i>
<i>Dishonesty</i>	<i>16</i>
<i>Cheating and Plagiarism.....</i>	<i>16</i>

<i>Dangerous Conduct</i>	17
<i>Fighting/Threats</i>	17
<i>Intimidation and Harassment</i>	17
<i>Obscene and Libelous Materials</i>	18
<i>Early Arrivals</i>	18
<i>Leaving School Grounds</i>	18
<i>Inappropriate Language</i>	18
BUS CONDUCT	19
<i>Waiting for the bus</i>	19
<i>Riding the bus</i>	19
<i>Ticket System</i>	19
DRIVING AND PARKING.....	19
<i>Parking Regulations</i>	20
VISITOR POLICY	20
DANCES AND OTHER SCHOOL FUNCTIONS.....	21
ALCOHOL, DRUG AND SMOKING POLICY	22
ELIGIBILITY FOR STUDENT ACTIVITIES	22
DETENTIONS AND PM SUSPENSION.....	23
DUE PROCESS	24
SEARCH AND SEIZURE.....	24
OUT OF SCHOOL SUSPENSIONS AND EXPULSIONS	24
WEAPONS, DRUGS AND ASSAULTS	25
FELONIES.....	26
ATHLETIC AND STUDENT ACTIVITIES.....	27
GUIDANCE.....	31
COMMUNITY SERVICE	30
NATIONAL HONOR SOCIETY	31
SENIOR HONOR SOCIETY	33
SCHOLARSHIP FUND.....	33
WHITE SWEATER AWARD	33
SPECIAL EDUCATION SERVICES.....	33
PRE-REFERRAL PROCESS.....	34
DISCIPLINE	35
HOME AND HOSPITAL INSTRUCTIONS	36
DISTRICT POLICIES.....	37
HEALTH EDUCATION POLICY	37
CONTACTING POLICE	37
BULLYING PREVENTION AND INTERVENTION	38
<i>Leadership</i>	38
<i>Training and Professional Development</i>	42
<i>Resources and Services</i>	41
<i>Academic and Non-Academic Activities</i>	44
<i>Reporting and Responding</i>	52
<i>Collaboration with families</i>	52
<i>Prohibition of retaliation</i>	53
<i>Problem Resolution System</i>	53
<i>Definitions</i>	53
GRIEVANCE POLICY	55
INTERVIEWS AND SEARCHES BY POLICE	56
WEAPONS POLICY	56
HAZING	56

ACCEPTABLE USE POLICY FOR TECHNOLOGY	57
PHYSICAL RESTRAINT	57
SCHOOL SONG.....	60



Core Values, Beliefs & 21st Century Expectations

Core Values

Responsible, Resourceful, Respectful and Reflective Citizens in a Collaborative Environment.

Beliefs

The David Prouty High School community believes our students should...

- be persistent life-long learners
- be independent thinkers
- develop healthy lifestyles and make appropriate decisions
- develop deep and enduring academic understandings
- be exposed to a variety of intellectual and cultural experiences
- appreciate the fine and performing arts
- effectively and appropriately utilize technology

21st Century Learning Expectations

Our goal is that David Prouty High School students will...

Academically

- write effectively
- read critically
- think critically
- speak effectively
- apply reasoning and problem-solving skills
- collaborate with others
- effectively use technology

Socially

- practice respect for self and others in various environments
- cooperate with others in and out of the classroom

Civically

- be responsible and contributing members of their communities

Entrance Policy:

MGL. C.76 Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

Non-Discrimination Statement

The Spencer-East Brookfield Regional School District's Policy of non-discrimination will extend to students, staff, the general public and individuals with whom it does business; and will apply to race, color, national background, religion, sex, disability, economic status, political party, age, handicap, sexual orientation, homelessness, gender identity and other human differences.

EMERGENCY PROCEDURES

Fire Drills

Fire drills are held periodically during the school year. Usually these fire drills are not pre-announced. Each room in the school has a Fire Drill exit plan posted in a conspicuous place. These plans were developed to ensure maximum safety and quick evacuation. When a fire drill is called, all students, faculty, other working personnel and visitors will immediately evacuate the building. Everyone will keep to the side of the corridors and then gather in the designated areas outside and away from the building. There will be no running or pushing during evacuation drills.

Fire drills are lifesaving exercises and are to be considered as serious business by all concerned. All must remain in their designated area until an all-clear signal is issued by the person in charge.

Lock Down Procedures

1. Teachers should gather students, staff and guests from the immediate hallway.
2. Teachers near bathrooms should check them and gather those present.
3. Teachers shall lock classroom doors; turn off lights, monitors and projectors.
4. Teachers shall hide all occupants from view as best as possible.
5. Teachers shall stay with students and others that have been gathered
6. No one should change locations unless circumstances demand movement.
7. If a teacher or student is outside the school, they shall remain outside and make contact with a public safety official.
8. Students and staff in other areas; cafeteria library gymnasium, administrative offices, maintenance, etc., should remain where they are, hiding from view as best as possible.
9. At the conclusion of the 'lock-down', police and school officials will open each classroom door and inspect other areas, providing additional information as needed.

Stay in Place Procedures

1. Teachers should gather students, staff and guests from the immediate hallway, unless otherwise instructed.
2. Teachers near bathroom should check them and gather those present.
3. Teachers shall close their classroom doors; people coming to the classroom may be admitted.
4. Keep teaching
5. If a teacher or student is outside the school, return to your classroom.
6. Teachers should not dismiss their class or allow anyone to leave unless instructed to do so.
7. Students and staff in other areas; cafeteria, library, gymnasium, administrative offices, maintenance, etc., shall remain where they are unless instructed otherwise.
8. A 'stay-in-place' could change to a 'lock-down' if the initial assessment changes.
9. Follow public address instructions until the conclusion of the 'stay-in-place'.

EVACUATION PLAN

Whenever the Superintendent of Schools or his designee determines that David Prouty High School must be evacuated the district bus coordinator will call AA Transportation Garage to request the five on-call buses. Students will be dismissed by bus routes Spencer Routes A – D and East Brookfield Route 14, etc. The Superintendent's office shall notify all of the radio and television stations that are listed on the districts no school list. The DPHS principal's office will call any parent who has indicated on the opening day materials that they wish a telephone call made to them whenever an evacuation occurs. A record by check mark shall be made of each parental emergency contact person telephone call. A second and subsequent telephone call should be made until each of these parents is notified.

NURSE'S OFFICE

HEALTH RECORDS

1. **Immunizations** – Except where otherwise allowed by law, no student shall be admitted to high school in the Spencer-East Brookfield Regional School District without presentation of a physician's certificate that the student has been successfully immunized against those diseases required by M.G.L. section 15 and the Department of Public Health.
2. **Physical Examinations** – Required for students every 4 years. (Note: the MIAA for sports participation require physicals every 13 months; MSSAA for cheerleaders yearly).
3. **Screening Programs** – State mandated annual Vision and Hearing screening is required for all students (exception – DPH waiver). Postural screening is required for all students in Grade 9.

The above information is updated for Individualized Education Plans and Medical 504's generated from the Pupil Services Department.

ADMINISTRATION OF MEDICATION AT SCHOOL

1. All medication that must be administered during school hours require a doctor's order on file in addition to parental consent. The medication must be in the original pharmacy container with a valid expiration date. It is advised that you ask your pharmacist for an additional labeled bottle if you need a supply at home.
2. All medication must be transported to and from the school by a parent or guardian and delivered directly to the school nurse or designee. Medications are kept in a locked cabinet in the nurse's office

and are only dispensed by the nurse. Any medications not claimed by the parents/guardians by the last day of school will be discarded.

3. In regards to inhalers and Epi-pens – it is strongly advised that students carry them at all times. Parents are encouraged to provide duplicates to be secured in the nurse’s office. Doctor’s orders and parental consent are required for self-administration.
4. Non-aspirin analgesics cannot be administered without the written consent of the parent/guardian. Parents are asked to send in the student’s own supply in the original pharmacy container to be secured in the nurse’s office.
5. Only the nurse can dispense medication. (Exception – trained staff members have received Epi-pen training for anaphylactic reactions and the school district registers annually with the Department of Public Health to permit the delegation of prescription medication to unlicensed school personnel on field trips and short term special school events.)
6. This policy is made in accordance with re regulations 105 CMR 210.000: The Administration of Prescription Medications in Public and Private Schools.

TRANSPORTATION BY AMBULANCE

The Spencer East Brookfield School Department will call an ambulance if it is deemed necessary by the nurse. Trained emergency medical technicians and/or paramedics are responsible for all emergency care of the student upon their arrival at the scene and during transportation to the hospital. The school’s responsibility ends when emergency care is transferred to the EMT/Paramedics. Spencer East Brookfield Public Schools is not financially responsible for medical treatment outside of school or for providing transportation or ambulance service for a child who is injured or becomes ill at school.

AVAILABILITY OF IN SCHOOL PROGRAMS FOR PREGNANT STUDENTS

School-age mothers who receive appropriate assistance are more likely to complete their education. Therefore, pregnant students are permitted to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy.

After giving birth, the student is permitted and encouraged to return to the same academic and extracurricular program as before the pregnancy leave. Pregnant students are encouraged to utilize their parents, Teachers and Guidance counselor for support.

POSITIVE BEHAVIOR INTERVENTION CHART

When possible, faculty and administration will take a teaching approach to behavioral infractions.
The following chart includes suggestions for positive interventions.

PROBLEM BEHAVIOR	FIRST OCCURRENCE	REPEATED OCCURRENCE
Absences (Unexcused) Any absence not supported by written documentation. See attendance policy for more details.	Phone call home, Check in with student	May Include: Conference, Principal Letter, Home Visit, Attendance Contract, Withholding of course credit, Refer to Court for repeated truancy
Arson	May include: Reteach (e.g. fire safety), Loss of Privileges (e.g. increased supervision, limited mobility), Contact Fire Marshal, Counseling, Suspension, Long Term Suspension, Police Report, Expulsion	Contact Fire Marshal, Counseling, Long term Suspension, Police Report, Expulsion
Battery on School Staff	Suspension, Long Term Suspension, Expulsion, Police Report	Long Term Suspension, Expulsion, Police Report
Bullying (incl. Cyberbullying)	May include: Loss of Privileges (e.g. restricted free time area, increased supervision), No Contact Contract, In School Suspension, Suspension, Police Report	Informal/Formal Conference, No Contact Contract, Police Report, Suspension, Long Term Suspension, Expulsion
Bus Conduct	Informal/Formal Conference, May also include: Reteach (e.g. BEST bus lesson), Community Service (e.g. clean bus), Student apology	2 nd Occurrence- Three Day Bus Suspension Minimum and Parent Conference before return to bus 3 rd Occurrence- Five Day Bus Suspension Minimum and Parent Conference before return to bus
Campus—Leaving Without Proper Authorization	May include: Reteach (e.g. problem solving lesson), Loss of Privileges (e.g. check in regularly with office), Detention, PM Detention, In School Suspension, Suspension	PM Detention, In School Suspension, Formal Conference, Suspension
Cheating on Test or School Related Assignment, Plagiarizing	May include: Reteach (e.g. BEST lesson on responsibility, write report on cheating/plagiarizing), Loss of Privileges (e.g. change seat), Restorative Practices (e.g. apology to student and teacher), Re-do assignment for reduced grade,	Detention, Failing Grade in Course or Assignment, In School Suspension, Suspension
Cutting Class	May Include: Detention, PM Detention, In School Suspension, Maximum of 1/2 credit on all missed work	Detention, PM Detention, In School Suspension, Maximum of 1/3 credit on all missed work

Destruction of Property (School or personal)	May include : Reteach (e.g. BEST lesson on Respect of property), Loss of Privileges (e.g. limited access to areas of campus), Informal Conference, Community Service, Restorative Practices (e.g. letter of apology) Parent Liability, In School Suspension, Suspension, Expulsion, Police Report	Formal Conference, Parent Liability, Community Service (e.g. repair / replace, voluntary work in lieu of payment), Restorative Practices In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Disruption of School Assembly	May include: Suspension, Long Term Suspension, Police Report	May include: Suspension, Long Term Suspension, Police Report, Expulsion
Driving Reckless on or Around Campus	May include: Reteach (e.g. BEST lesson on driving expectations), Loss of Privileges (e.g. parking on campus), PM Detention, In School Suspension, Suspension, Police Report	Loss Parking Privilege on Campus, PM Detention, In School Suspension, Suspension, Revoke Driving Privileges, Police Report
Drugs/Alcohol/Paraphernalia Including Vaping (Distribution)	May include: MIAA Consequence, Confiscation and Disposal, Long Term Suspension, Expulsion, Police Report	May include: MIAA Consequence, Confiscation and Disposal, Long Term Suspension, Expulsion, Police Report
Drugs/Alcohol/Paraphernalia Including Vaping (Personal Use)	May include: MIAA Consequence, Confiscation and Disposal, Drug & Alcohol Counseling Referral, Suspension, Expulsion, Police Report	May include: MIAA Consequence, Confiscation and Disposal, Drug & Alcohol Counseling Referral, Long Term Suspension, Expulsion, Police Report
Electronic Devices (Cell Phones)	May include: Phone held in office for remainder of day, detention	Informal/Formal Conference, Phone held until parent pick up, detention
Explosive Devices/Bomb Threat	May include: Suspension, Long Term Suspension, Expulsion, Police Report, Letter of Apology	Long Term Suspension, Expulsion, Police Report
Extortion/Robbery	May include: Restorative Practices(e.g. replace item), Letter of Apology, Detention, PM Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Restorative Practices(e.g. replace item), Letter of Apology, PM Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Fighting/Assault/Threats	May include: Reteach (e.g. problem solving lesson, anger management group), Restorative Practices (e.g. letter of apology, conflict resolution), No Contact Contract, In School Suspension, Suspension, Long Term Suspension, Expulsion, Police Report	Restorative Practices (e.g. letter of apology, conflict resolution), In School Suspension, Suspension, Long Term Suspension, Expulsion, Police Report
Fire Alarm-- Deliberate False	May include: Reteach (e.g. write report on fire safety), Loss of Privileges (e.g. must be supervised during transitions), In School Suspension, Suspension, Fire Marshal, Police Report	Long Term Suspension, Fire Marshal, Expulsion, Police Report
Forgery	May include: Reteach (e.g. BEST lesson on responsibility), Restorative	PM Detention, In School Suspension

	Practices (e.g. letter of apology), Detention, PM Detention, In School Suspension	
Gambling	May include: Reteach (e.g. write report on gambling), Loss of Privileges (e.g. increased supervision), PM Detention, In School Suspension, Suspension	Loss of Privileges, In School Suspension, Suspension
Gang Behavior/Attire	May include: Reteach (e.g. problem solving lesson, support group), Referral to Counselor (academic support and cultural awareness), Loss of Privileges (e.g. restrict areas of campus), Gang Prevention Contract, Community Agency Referral, Suspension, Long Term Suspension, Expulsion, Police Report	Loss of Privileges (e.g. increased supervision, limited free time area), Suspension, Long Term Suspension, Expulsion, Police Report
Harassment/Intimidation	May include: Reteach (e.g. problem solving skills), Loss of Privileges, No Contact Contract, Detention, PM Detention, In School Suspension, Suspension, Long Term Suspension, Police Report	In School Suspension, Suspension, Long Term Suspension, Police Report
Hate Speech/Crimes	May include: Reteach (e.g. diversity training, write a report on group), In School Suspension, Suspension, Expulsion, Police Report	Suspension, Expulsion, Police Report
Hazing	May include: Reteach (e.g. write report on dangers of hazing), Loss of Privileges, No Contact Contract, In School Suspension, Suspension, Long Term Suspension, Expulsion, Police Report	Suspension, Long Term Suspension, Expulsion, Police Report
Insubordination—Willful Defiance of Authority Disruption on School Property or in Classroom	May include: Reteach (e.g. BEST lesson on respect), Loss of Privileges, Detention, PM Detention, In School Suspension, Suspension	PM Detention, In School Suspension, Suspension, Long Term Suspension
Parking Violations	May include: Reteach (e.g. BEST lesson on parking lot norms), Loss of Parking Privileges, Detention, PM Detention	May include: Reteach (e.g. BEST lesson on parking lot norms), Loss of Parking Privileges, Detention, PM Detention
Profanity	May include: Reteach (e.g. BEST lesson on respectful language), Loss of Privileges (e.g. break/lunch restriction), Restorative Practices (e.g. letter of apology), Detention, PM Detention	Detention, Community Service (e.g. make BEST posters for respect) Detention, PM Detention, In School Suspension
Sexual Battery	No Contact Contract, Suspension, Long Term Suspension, Expulsion, Police Report	No Contact Contract, Long Term Suspension, Expulsion, Police Report

Sexual Assault	No Contact Contract, Suspension, Long Term Suspension, Expulsion, Police Report	No Contact Contract, Long Term Suspension, Expulsion, Police Report
Sexual Harassment	May include: Reteach (e.g. BEST lesson, write report), Loss of Privileges, Formal Conference, No Contact Contract, PM Detention, In School Suspension, Suspension, Police Report, Expulsion	Suspension, Long term Suspension, Police Report, Expulsion
Skipping Detention	May Include: Additional Detention, PM Detention	PM Detention, In School Suspension, Short Term Suspension
Skipping PM Detention	May Include: In School Suspension	In School Suspension
Skipping In School Suspension	Students may not return to class until they have completed all in school suspensions, Parent Conference	Students may not return to class until they have completed all in school suspensions, Parent Conference
Smoking/ Tobacco Products	May include: MIAA Consequence, In School Suspension, Smoking Cessation Class, Confiscation and Disposal of Items, Police Citation	May include: MIAA Consequence, In School Suspension, Smoking Cessation Class, Confiscation and Disposal of Items, Police Citation
Terrorist Threats	May include: Loss of Privileges, Referral to Counselor, Suspension, Long Term Suspension, Police Report, Expulsion	Suspension, Long Term Suspension, Police report, Expulsion
Theft/Possession of Stolen Property/Burglary	May include: Reteach (e.g. BEST lesson on respecting others property), Loss of Privileges (e.g. increased supervision, restricted break/lunch area), Community Service (e.g. replace item, voluntary work in lieu of payment), Restorative Practices (e.g. letter of apology), PM Detention, In School Suspension, Suspension, Police Report	In School Suspension, Suspension, Long Term Suspension, Police Report, Expulsion
Verbal Assault	In School Suspension, Suspension, Long Term Suspension, Letter of Apology, Police Report	Suspension, Long Term Suspension, Letter of Apology, Expulsion, Police Report
Weapons/Injurious Objects/ Replica Firearm	May include: Loss of Privileges (e.g. backpack/pocket check daily), In School Suspension, Suspension, Long Term Suspension, Police Report, Expulsion (Mandatory Expulsion for firearm, brandishing, explosives)	Suspension, Long Term Suspension, Police Report, Expulsion (Mandatory Expulsion for firearm, brandishing, explosives)

DISCIPLINE CODE

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of serious business of learning. More specifically, they will insist that you:

1. Arrive to class on time.
2. No cellular phones or personal electronic devices of any kind. School-issued Chromebooks are allowed unless the teacher specifically asks for them to be put away.
3. Be prepared for class with all materials necessary for class that day.
4. Be attentive to the task at hand until dismissed by the teacher.
5. Demonstrate care and consideration for school property and the property of others.
6. Each teacher will establish the rules and procedures for their classroom. Students are expected to observe rules and to respond promptly to the direction of his/her teacher.
7. Parental involvement remediating discipline situations will be stressed.

DRESS CODE POLICY

Students' clothing shall not disrupt from the school's educational process. Students must be clean, neat and maintain a standard of decency in dress and appearance. While in school, students will wear clothing that meets the following standards:

1. No clothing that causes disruption to the educational process shall be worn.
2. No bare feet or slippers.
3. No gang, violence or cult-related apparel.
4. No clothing that reveals undergarments.

The school principal, having discretion to render judgments regarding what is and what is not appropriate, may if necessary, waive these policy restrictions in religious and/or medical situations. **Students who represent their school in an official capacity are expected to abide by the dress code established by the Teacher/Advisor/Coach.**

It is not the intention of this policy to list every possible clothing item. Students are to maintain an appearance, which is not a distraction to the school community or a detriment to the educational process. Student dress is considered unacceptable when it attracts undue attention to the individual or health and safety becomes a concern.

The administration has the authority to determine inappropriate dress. The dress code will be enforced by the faculty and administration. The consequences when a student does not comply with this policy are:

- First Offense – student will be asked to cover up and/or correct the offence. Extra shirts are available in the nurse's office.
- Second Offense – the parent will be called by an administrator and asked to pick up their child so they can change or drop off a change of clothes so the student can change. The student will also receive one office detention.
- Third and Subsequent Offense – the parent will be called by an administrator and asked to pick up their child so they can change. The student will receive one P.M. Suspension.

ATTENDANCE POLICY

The Spencer-East Brookfield Regional School District Attendance Policy: School attendance is vital to academic success. Teachers cannot teach students who are not present. The learning experience that takes place within a classroom situation is an integral part of academic success and cannot be duplicated when a student is absent from that class experience. Class time that is lost is irretrievable.

Not only does research show that the above is true, but also the Massachusetts General Laws, pursuant to M.G.L. c. 76, regulate school attendance laws.

ABSENT RULE:

To allow for normal illness and emergencies,

- A limit of (10) absences per class for a full semester (1.0) course credit will be allowed with excesses resulting in loss of credit.
- A limit of five (5) absences per class for a quarter course (.5) credit will be allowed with excesses resulting in loss of credit.
- Although students may receive a passing grade in a class, ½ credit normally awarded toward promotion or graduation will be forfeited.

Students will lose ½ of the credit that they have earned if they violate the attendance policy. For example, if a student passes all four semester classes, only two credits will be given. The student does not have to repeat the class that he/she passes.

ATTENDANCE APPEALS:

When a student receives notification that he/she has lost credit due to unexcused absences, he/she may use the procedure below for an appeal hearing before the Principal.

1. Request of Loss of Credit form.
2. List the course(s) being appealed.
3. Provide documentation to validate absences.
4. Return the form to the Principal within 10 school days.

The student must continue to attend class regularly and remain academically active during the appeals process. After credit loss notification, a student/parent may request an appeal for review in order to re-examine the specific conditions relating to the individual case. The request for review must be in writing to the Principal within 10 school days.

ABSENCES ARE CLASSIFIED INTO ONE OF FOUR CATEGORIES

Please note that it is the responsibility of the school, rather than the parents, to determine whether or not an absence is authorized.

1. Authorized Absences

If your absence is authorized, your teachers will allow you to make up the work you missed (see Make-Up Policy). Parents must call the main office to report their child's authorized absence. Illness, religious observances, etc. (see Acceptable Absences) and pre-arranged absences other than vacations are examples of authorized absences.

2. Unauthorized Absences

Examples of unauthorized absences include but not limited to, going to the airport, studying in the library, oversleeping, missing the bus, or car problems. On days of special schedules, early and late dismissals, etc., work conflicts will not be accepted as authorized absences.

3. Truancy

A student will be considered truant for any of the following reasons:

- The student is absent and no parental contact is made on the day of absence
- The student arrives to school after the start of block II without an authorized excuse
- The student absent for an unauthorized reason, the student will be considered truant.

4. Suspension

If you receive an Out of School Suspension, all assignments and written work must be completed upon your return to school. Consult your teachers regarding the scheduling of make-up tests or quizzes as soon as you return to school.

The Spencer-East Brookfield Schools will apply the following policies in regard to attendance of David Prouty High School students.

1. Notes will not be required before or after an absence. A note or statement from the doctor in charge giving permission for the student to return to school is required after an absence of five days or more unless the absence has been cleared through the school authorities.
2. It is **REQUIRED** that the school be notified when a student is to be absent. It is **REQUIRED** that parent/guardian call the main office at 508-885-8505 between 7:00 and 7:30 a.m., the school nurse's office at 508-885-8513 after 7:30 a.m. on the day of the absence and give the students' name when reporting. If no call is received, the school will make every effort to contact a parent/guardian to verify the absence. Any absence not verified by parental/guardian contact will be considered truancy. See **TRUANCY POLICY**.
3. Any student who has been truant shall serve two after school suspensions from 2:10 p.m. to 4:00 p.m.
4. A truant student will receive a zero for all work missed during the truancy and will not be allowed to make up this work.
5. Complaints may be obtained in the District Court against parents or guardians in charge of the truant student under the age of 16.
6. Teachers will make referrals to guidance/nurse on students who exhibit poor attendance patterns.
7. Any student that accumulates five (5) unexcused absences during a quarter could be required to attend a meeting with a parent/guardian and a member of administration for the purpose of planning mutually agreed upon action steps to ensure that the student understands the importance of being in school on a regular basis.

FAMILY VACATION POLICY:

School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities. Therefore, the school does not condone alternate vacations for the student. Students are **NOT** able to receive credit for days missed due to family vacations. Each day of an alternate vacation will count toward the maximum absence limit. Families are strongly discouraged from planning vacation time during times that are not designated as school vacations. Students will have the opportunity to make-up major exams (determined by the teacher) if they are missed during the time of vacation. Administrative exemptions may be requested when exceptional circumstances exist.

AUTHORIZED ABSENCE, TARDY, AND DISMISSAL REASONS:

1. Personal illness. Extended Illness – After five days a note must be presented to the school written by a doctor, after having seen the student at the doctor's office.
2. Professional appointments that could not be scheduled outside the regular school day. Students should bring in verification of the appointment such as an appointment card.
3. Serious personal or family emergency. The emergency **MUST BE** communicated to the main office.
4. School sponsored or sanctioned activities.
5. College/career interviews or visitation for seniors. The senior must contact the guidance office 24 hours prior to the visit, and bring back documentation that verifies the visit.
6. Religious reasons – Religious Holy Days. The student's religion must require that the student does not attend school on the specific holy day or that school attendance would interfere with required religious observances. The parent/guardian must notify the school in writing within two (2) school days before or after the absence.
7. Death in the immediate family. A student may be excused for up to five (5) consecutive days for bereavement.
8. Court appearances. The student must have been subpoenaed to appear in a court of law.

TARDINESS TO SCHOOL/CLASS

Students are expected to be in their first class by 7:40 a.m. Students arriving after this time will be considered tardy to school. Tardy students need to sign in at the front office for attendance purposes.

Tardiness to school will be treated as follows:

1st Tardy	Verbal Warning
2nd Tardy	Personal Detention
3rd Tardy	Office Detention
4th Tardy & subsequent offenses	P.M. Suspension

Tardiness to class will be treated as follows:

- Teachers will assign their own detentions for students that have three (3) or fewer tardies.
- Students that accumulate four (4) or more tardies will be referred to the assistant principal who will assign at least one office detention.

Any student seeking an excused tardy must provide a written note signed by the student's parent/guardian. This note must explain an excusable reason for the tardiness. (Please see "Authorized Absence, Tardy, and Dismissal Reasons".)

Only three tardies per term will be excused. Tardiness is recorded daily in the office. Any student who arrives after homeroom period without checking into the office will receive an office detention in addition to the above.

Any student who arrives to school after the start of block II will not be permitted to participate in any extracurricular activities, unless approved by the administration.

DISMISSALS

To help ensure the safety of all the students at David Prouty High School, no student will be permitted to leave school grounds during the day without being properly dismissed by the attendance clerk or school administration. To be dismissed, a student must bring in a signed note from a parent/guardian to the main office before the first block of the day.

The written note must include:

1. Reason for dismissal and time of dismissal
2. Parent/guardian signature with telephone number for verification
3. Whether the student will be returning to school and what time.

****No dismissals are permitted by phone, however an administrator may give permission in extenuating circumstances.**

All dismissals must be for legitimate reasons, i.e., medical and dental appointments and/or court appearances. Classes missed due to dismissals count toward maximum absence if it does not meet the criteria listed under approved dismissal reasons.

A parent/guardian or approved contact person must pick up the dismissed child from school unless they have received approval by an administrator to let them leave on their own. All dismissed students must check out through the main office.

No student will be allowed to drive another student anywhere during the school day or from school to any school-sponsored event without administrative approval. Any student who violates these procedures may be subject to disciplinary action, including but not limited to a loss of driving privileges.

A student who becomes ill during the school day must report to the nurse to be evaluated and the nurse will decide if the parent/guardian should be contacted for dismissal.

MAKE-UP PROCEDURES / SCHOOL MAKE-UP RULES AND REGULATIONS

If you have an authorized absence due to any reason, you must see your teacher immediately upon your return to school to determine make-up work and their deadlines. Failure to make-up work and/or meet deadlines will result in academic consequences.

1. All make-up work will be done after school.
2. Teachers will be available upon request for 30 minutes Mondays, Tuesday, and Wednesdays.
3. Students are responsible to schedule their make-up work with teachers.
4. Students will not be excused from class to make up work.
5. Students will have one week to make up work.

CONDUCT AROUND THE BUILDING

In order for our school community to function smoothly, each individual must observe certain standards of conduct within the building. When determining the level of discipline for students, extenuating circumstances may be considered. Each teacher's jurisdiction and responsibility extends over the entire building and school grounds at all times.

A. Hallways

Students are allowed four minute passing time between classes. In order to insure that there are no interruptions or distractions during class, you may not be in the hallways during class time without a pass from a staff member. Students going to another teacher's class must have a pass from the teacher they are going to see, not from the teacher they are leaving.

Students who are in the hallways after the passing bell has rung without a valid pass from a teacher will receive the following:

First Incident	One Detention
----------------	---------------

Second Incident	Two Detentions
Third Incident	PM Suspension
Fourth & Subsequent Incidents	Two PM Suspensions

B. Use of Unsupervised Areas – Unauthorized Areas

Students may not be present in any unsupervised, unauthorized or locked area of the building. Examples include but are not limited to: athletic facilities, locker rooms, music department, auditorium, cafeteria and classrooms.

First Incident	PM Suspension
Second Incident	Two PM Suspensions
Third & Subsequent Incidents	Out of School Suspension

C. Food and Beverages

The cafeteria is the only area of the building/grounds in which you are allowed to eat and drink, except for water. (Unless this student needs to eat outside of the cafeteria for medical reasons.) This includes beverages carried in and consumed from portable water bottles.

First Incident	Detention
Second Incident	Two Detentions
Third & Subsequent Incidents	PM Suspension

D. Cafeteria

Use of the cafeteria is a privilege which may be taken away from students who cannot conduct themselves in the proper manner. Students are to report to the cafeteria immediately at the start of their lunch period. **Students are expected to follow the following basic rules:**

- 1) All trays, dishes and refuse must be brought by the student to the dishwashing area. Any papers or garbage found beneath a table are the responsibility of the group sitting at the table and should be removed by them.
- 2) No food or beverage will be taken from the cafeteria.
- 3) Seniors will be permitted to eat lunch outside at a designated picnic area during times of good weather.

E. Littering

You are asked to help maintain a clean and sanitary environment in the school and on the grounds. Please do not litter.

F. Lockers

Although you are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. The lockers will be subject to search for a variety of reasons. Lockers suspected of concealing the following will be searched: drugs, alcohol, vaping rigs, tobacco products, and materials of a disruptive nature, stolen properties, weapons or other items which pose a danger to the health or safety of the student and other students and school employees. Searching by school personnel must be authorized by the administration. (See also “Memorandum of Understanding”). It is important that you keep all valuable possessions at home. Do not write, kick, or abuse this school property as it will be considered vandalism.

NOTE: The school is not responsible for personal property stolen from lockers. Do not share lockers or give your combination to others. Report all broken or damaged lockers to the main or office as soon as possible.

G. Vandalism and Theft

Vandalism, theft, destruction of school property, destruction of private property, possession of stolen materials is inconsistent with the David Prouty Code of Conduct – consideration for others. The consequence for those acts will depend upon the extent of the vandalism or theft.

Students should not bring large amounts of money to school. If they cannot avoid bringing a large amount of money, it should be placed in the school vault (main office) until after classes are over.

- 1) Any pupil who in any manner shall willfully deface or otherwise damage any portion of the school property, write any profane or indecent language or make obscene pictures or characters on school premises shall be liable for suspension or other punishment according to the nature of the offense.
- 2) Any pupil who shall willfully deface any school property shall be required to pay in full all damages. Scholastic credits may be withheld until the bill is settled.
- 3) Arson will be subject to suspension and criminal prosecution.
- 4) Damage caused by normal “wear and tear” will not be charged.
- 5) Written notification of incidents of vandalism will be forwarded to a parent/ guardian. Students are responsible for all equipment loaned to them, textbooks, workbooks, locks, etc.
- 6) All incidents of vandalism/theft will include suspension, restitution and reporting to the Spencer Police Department.

H. Textbooks/Library Books

It is the student’s responsibility to exercise reasonable care and use of these texts. Books are issued to each student at the time of enrollment in the course and they must be returned at the conclusion of the course on the day of the final exam or whenever the student withdraws from the course. If a book is lost or damaged, the student must pay the replacement cost before a new book is issued or before a final exam is taken. If a “lost” book has been paid for and the book is returned, the payment fee will then be returned to the student.

I. Possession of Portable Electronic Equipment – “Away for the Day”

Students may possess cell phones and electronic devices, provided they are turned off and put away for the day. No personal electronics are allowed from school arrival until school dismissal at 2:05 PM.

- 1) Parents/guardians should call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone while they are in classes or school-related events. Students will be disciplined if they use their cell phones during the school day.
- 2) Due to the potential danger of laser pens they are not allowed on school grounds.
- 3) The school will not be responsible for any lost, misplaced, or stolen cell phones or other electronic devices.
- 4) Students who violate this policy will be subject to the item being confiscated. Any student who fails to turn over an item to a teacher, teaching assistant, administrator, or other staff member will be disciplined for insubordination.

1st Offense:

- Item will be confiscated and turned in to the Principal’s Office
- Item will be given back to the student at the end of the day (after 2:05)
- An official warning will be issued

- The parent/guardian will be notified

2nd Offense:

- Item will be confiscated and turned in to the Principal's Office
- Item will be given back to the student at the end of the day (after 2:05)
- An Office Detention will be issued
- The parent/guardian will be notified

3rd Offense:

- Item will be confiscated and turned in to the Principal's Office
- Parent/Guardian will be notified and asked to retrieve the confiscated item
- Student may lose their privilege to use electronic devices in school for the remainder of the school year
- Student may serve P.M. suspension or in-school suspension

J. Public Displays of Affection

School is not the place for displays of affection. Students will be issued a warning at the first instance and their names will be submitted to the Administration to reinforce the warning. Any further violation of this rule by the student or students will result in notification of parent/guardian. Repeated offenses will result in suspension.

First Incident	Warning/ Referral to Administration
Second Incident	Detention
Third & Subsequent Incidents	Detentions/PM Suspension

K. Gambling

Students are prohibited from any type of gambling at school. Playing of cards is not admissible at any time!!

First Incident	Detention
Second Incident	Two Detentions
Third & Subsequent Incidents	PM Suspension

L. Insubordination/Disrespect

Students are asked to respond promptly to the directions of staff members and act respectfully at all times. Refusal to do so is considered a serious breach of Prouty's Code of Conduct.

First Incident	PM Suspension
Second Incident	Two PM Suspensions
Third & Subsequent Incidents	Out of School Suspension

Gross insubordination will result in at least a three (3) day suspension.

M. Dishonesty

Students will be expected to deal honestly with all staff.

N. Cheating, Plagiarism

The following actions are considered cheating and will result in discipline:

1. Copying homework from another student, or enabling someone else to do so.

2. Using someone else's (classmate or published author's) word in a paper without using quotation marks.
3. Using someone else's (classmate or published author's) ideas in a paper without giving that person credit.

First Incident	Zero on assignment or test – Detention
Second Incident	Zero on assignment or test – Two Detentions
Third & Subsequent Incidents	PM Suspension

O. Dangerous Conduct

Any action which endangers the safety and wellbeing of individuals including one self will not be tolerated. As a general principle, such action will result in at least a three day suspension.

Examples include, but are not limited to the following: sounding a false fire alarm, possession of dangerous materials, causing physical harm to a staff member, a student, or threatening a staff member or student, behavior that may be dangerous to one self, etc. Throwing of objects (snow balls, elastics, paper clips, etc.).

P. Fighting/Threats

Disputes between members of the school community should be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. If you are involved in a fight, you should be prepared to receive the following:

First Incident	At least three (3) days Out of School Suspension
Second Incident	At least five (5) days Out of School Suspension
Third & Subsequent Incidents	At least ten (10) days Out of School Suspension

Furthermore, the incident may be reported to the Spencer Police Department and charges of assault/battery may be charged against you.

Any student who assaults a Principal, Assistant Principal, Teacher, Teacher's Aide, or other educational staff on school premises or at school sponsored or school relative events, including athletic games may be subject to expulsion from the school or school district by the Principal.

Q. Intimidation/Harassment

All members of the DPHS community-faculty, staff, and students – are expected to treat each other with dignity and respect and are entitled to freedom from any kind of personal harassment. No form of harassment will be tolerated with relation to race, gender, sexual orientation, ethnicity, nationality, language, religion, physical appearance, or mental capacity.

Harassment is defined as unwelcome and/or harmful behavior directed towards another person. The behavior is annoying, bothersome, or physically and/or emotionally injurious.

Forms of harassment include verbal and/or written remarks, symbols, caricatures, physical contact, gestures, innuendoes, etc. The important point is that a target of harassment feels uncomfortable,

intimidated or physically or emotionally hurt as a result of someone else's behavior, regardless of the intent.

The penalties associated with harassment may include an evaluation of the harasser, suspension or expulsion and possible police/court involvement. The severity of the disciplinary action will be based upon the circumstances surrounding the harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted and/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.

R. Obscene and Libelous Materials

"The right of students to freedom of expression in the public schools of the commonwealth shall not be abridged, provided that such right shall not cause any disruption or disorder within the school.

Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols (b) to write, publish, and disseminate their views, (c) to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the school principal or his designee.

No expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

S. Early arrivals

Students arriving to school before homeroom are to report to the cafeteria. Students will enter the cafeteria only by the student door. Students may also remain on the sidewalk in front of the school in good weather. All other areas are off limits.

First Incident	Detention
Second Incident	PM Suspension
Third & Subsequent Incidents	Two PM Suspensions

T. Leaving school grounds

Under no circumstances are students to leave school grounds once they have arrived for the day.

First Incident	PM Suspension
Second Incident	Two PM Suspensions
Third & Subsequent Incidents	Out of School Suspension

U. Inappropriate Language, Gestures or Clothing

Vulgar, lewd or obscene language, gesture or clothing has no place in an educational atmosphere. Students will face disciplinary action if their language, gesture or clothing causes disruption to the educational process.

BUS CONDUCT

A. Waiting for the bus

All students must be waiting at designated bus stops. Students are to be on time for the bus, but should not arrive at the stop earlier than 10 minutes before the time which the bus usually arrives. Observe all safety precautions while waiting for the bus.

B. Riding the bus

- 1) There will be no eating and/or drinking on the bus.
- 2) Do not throw anything on or at the bus.
- 3) Arms and heads must be inside the bus at all times. Extending arms and heads out of the bus is very dangerous.
- 4) Once you are seated, do not change seats. This includes changing seats when the bus has stopped to pick up or discharge students.

C. Ticket System

If a student violates the rules on the bus a YELLOW TICKET will be issued by the bus driver. This ticket must be signed by the parent and returned to the driver when the student gets on the bus the following day. The driver will submit all tickets to the Principal.

If a student violates the rules after receiving (1) YELLOW TICKET, the driver will report the incident in writing to the Principal and a PINK TICKET may be issued by the Principal. A PINK TICKET will result in a three day SUSPENSION from the bus.

Receipt of a SECOND PINK TICKET will result in a five (5) day SUSPENSION from the bus.

Receipt of a THIRD PINK TICKET may result in a meeting of the Principal, the Superintendent, the student, his/her parent/guardian and the bus driver. If charges against the student are found to be true, a suspension for a set number of days or weeks will be decided by the Superintendent. In such a case, it is the responsibility of the parent to provide transportation or the student must walk to school.

Spencer-East Brookfield Regional School District will distribute a copy of the bus rules to each student.

DRIVING AND PARKING ON CAMPUS

Student parking is available to all seniors and juniors who have purchased a parking permit from the main office for a family owned car, truck or motorcycle. Permits may not be sold or transferred. Parking a vehicle on campus entitles a designee of the Principal to search that vehicle upon reasonable suspicion that a school rule/regulation has been violated. Vehicles should be locked. Parking is at the student's own risk. David

Prouty assumes no liability for damaged or vandalized vehicles.

Student Parking Regulations/Rules are distributed with the application.

Any junior or senior student wishing to have parking privileges is required to apply for a parking permit. Parking privileges will be granted only after the issue of a permit.

Students' cars without permits are banned from school property at all times when school is in session.

Exceptions to this rule will be made only by the principal and assistant principal, and for good reason, upon written request from the parent and employer. Student activities will also be considered. Permits will be issued by the office.

Any student who violates any rules for student parking will receive a warning on the first offense. The permit will be revoked for the remainder of the semester on the second offense or a minimum of 5 weeks, whichever is longer.

STUDENT PARKING REGULATIONS

Any students wishing to have parking privileges are required to apply for a parking permit. Parking privileges will be granted only after the issue of a permit.

Students' cars without permits are banned from school property at all times when school is in session. Exceptions to this rule will be made only by the principal and assistant principal, and for good reason, upon written request from the parent and employer. Student activities will also be considered. The office will issue permits.

Any student who violates any rules for student parking will receive a warning on the first offense. The permit will be revoked for the remainder of the semester on the second offense or a minimum of 5 weeks, whichever is longer. Please note that violations include academic, attendance and disciplinary issues. Not just parking related issues.

Parking Permits will be suspended or revoked for any of the following violations:

1. Driving in an unsafe or disorderly manner. There is a 10MPH speed limit.
2. Not parking in the assigned parking area by the tennis courts behind the building.
3. Linger in the car or parking lot at any time before school.
4. Using the car or allowing someone else to utilize it during the school day.
5. Going to the car without permission from the main office.
6. Smoking or vaping anywhere on school grounds.
7. Becoming involved in disciplinary difficulties at school including outstanding detentions/PM suspensions.
8. Being tardy.
9. Students must meet the academic eligibility requirements as outlined in the STUDENT HANDBOOK, under "Eligibility for School Activities". Students' cars on school property are subject to search by school personnel with administrative authorization.

VISITOR POLICY

Visitation of students from other schools, relatives, or friends staying with a Prouty student is discouraged and in most cases will not be permitted. However, if a visitation is deemed appropriate, the visitor will receive a VISITOR'S PASS for the one day.

1. Arrangements/Requests for a visitation privilege must be made PRIOR to the student coming to the school.
2. All visitors must report directly and immediately to the main office and sign in upon entering the school.
3. Visitors are not allowed the privilege of being in and around the building without a pass. Staff and students should report suspicious behavior to the administration.
4. Visitors should not interrupt classes to talk with teachers or students.

5. David Prouty students who have visitors will be held responsible for the behavior and conduct of their visitors.
6. Arrangements for visitors with educationally sound reasons for being in the school should be made in the Guidance Office or by the Assistant Principal.

DANCES AND OTHER SOCIAL FUNCTIONS

1. Dances and other social functions are to be held no later than 11:00 p.m. Doors will close one hour after the start of the function. Students will not be allowed to participate in that particular event without prior arrangements from the Administration. All school functions are to be held in the local school building with the exception of the Junior Prom and Senior Dinner Dance. (Friday is the traditional night for class socials.)
2. Every day of the week is open to the social functions. The advisors are responsible for seeing that all social functions are properly chaperoned. The two class advisors must attend every class social.
3. Students who are absent or on suspension will not be allowed to attend any school function during their absence or period of suspension.
4. All school rules apply to school-sponsored events off campus.
5. Infractions of the rules by the guest will be handled by the Spencer Police Department unless said dance or other social function is held in a different town. At that point, that community's police department will be contacted.
6. At the conclusion of the dance or other school function, all rides must be on time, or attendance to future events may be in jeopardy.
7. Students may be required to submit to a breathalyzer when entering or during a school dance or other school function if alcohol use is suspected. Refusing to take a breathalyzer will result in them not being admitted to the event. A positive reading from a breathalyzer test will result in the notification of the parent/guardian, removal from the event, possible police involvement, and possible disciplinary action from the Assistant Principal or Principal.
8. Students are expected to stay at dances and other school functions for their duration.

Inviting Guests to Dances and Other School Functions

Students may invite one guest to any social, but must assume responsibility for the guest and for any infraction of the Code of Conduct committed by the guest. The following rules must be followed when inviting a guest.

1. Guests must be in grade 9 or higher but be under the age of 21. No middle schoolers allowed. A guest form must be submitted to the main office one week prior to the school dance and two weeks prior for the formal dances like proms and semi-formals. Guest forms are in the main office. If a guest does not currently attend high school he/she must meet with either the assistant principal or principal before attending a dance.
2. David Prouty High School students must purchase guest tickets in advance, from the group sponsoring the dance, and list the name, address and school attended by the guest on back of the ticket.
3. Guests must come to the dance with some form of identification that shows the guest's name and address.
4. David Prouty High School students and guests must come to the dance together. The procedures listed above must be followed before a guest is permitted to attend any school dance.
5. David Prouty High School students and guests must remain together throughout the dance.
6. David Prouty High School students will be responsible for their guests and for any infraction of the Code of Conduct committed by the guest. If the guest is asked to leave the dance, it may lead to the David Prouty High School student losing the right to attend future David Prouty High School dances.

ALCOHOL, DRUGS, AND VAPING

Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal. Any student who is charged with a violation of this provision will be notified in writing of an opportunity for a hearing. The procedures for such a hearing are set forth elsewhere in this handbook, under the section titled “Due Process.”

Because school staff is often unable to determine the contents of vaping liquids, all vape materials and paraphernalia will be treated as drug materials, and consequences for possession of such paraphernalia can range up to and include the consequences for drug use.

Students who violate this rule will be subject to loss of all after school privileges in addition to any other discipline decided upon by the administration.

NON-SMOKING/VAPING POLICY

Spencer-East Brookfield School Department policy prohibits the student use and/or possession of tobacco products in the building, on school grounds, on school affiliated trips, and at school affiliated activities.

Policy for a Smoke-Free Environment

According to state law, the use of any substance or item which contains tobacco, including, but not limited to cigarettes, cigars, pipes, electronic cigarettes or other smoking tobacco or the use of snuff or smokeless tobacco in school buildings at any time of the day or night by all people while utilizing David Prouty school buildings is prohibited.

If students are found to be in possession of tobacco and/or nicotine products or tobacco/nicotine-related paraphernalia, including pipes, lighters, papers, vaporizers, E-cigarettes, oils, and cigarette holders on school property, a school sponsored event, or at a school bus stop, the faculty and/or administration shall confiscate the tobacco/nicotine-related items and may return such items only to the parent/guardian of the student. The administration may also choose not to give these items back.

First Incident	PM Suspension
Second Incident	Two PM Suspensions
Third & Subsequent Incidents	Out of School Suspension

Anyone acting as a “lookout” for smokers will be subject to the same penalties as tobacco users.

Students in a bathroom when tobacco use is taking place will be subject to the same penalties as tobacco users. Students are advised to leave those bathrooms immediately when tobacco products are being used and report to the front office.

DAILY ELIGIBILITY FOR STUDENT ACTIVITIES

All students participating in an organized, school-sponsored and supervised activity are required to maintain academic eligibility. Students must be in school by the start of block II to be eligible for any and all co-curricular school activities. (Athletics, band, chorus, cheerleading, etc.).

Students that have disciplinary procedures of any kind preclude participation in student activities while a student is in the process of fulfilling a disciplinary obligation. Thus, on a day when a student is in detention, participation would be denied until detention is served. If a student were on disciplinary suspension, including

P.M. suspension, participation in a student activity would be denied during the term of the suspension and for any further period defined by our student handbook.

SUSPENSIONS

Suspensions may be issued by the principal or assistant principal. A student can be suspended “for a period of time determined appropriate by said principal...” if the student’s continued presence at school would have a substantial detrimental effect on the general welfare of the school. Suspension may result from a referral from a classroom teacher. Every effort will be made to telephone and inform the parent of the suspension and each student will be provided with a hearing. Written communication will be mailed to the parent.

There are three types of suspension:

1. After School (2:15 p.m. – 4:00 p.m.)
2. Out of School
3. In School Suspension

Any student who has been suspended will be allowed to make up work missed (quiz, test, etc.) during the period of suspension. It is the student’s responsibility to make up all work within one week after reinstatement.

OFFICE DETENTIONS - PM SUSPENSIONS

Students who have violated school rules may be assigned a detention or PM suspensions. Students are to silently complete academic work during this time.

1. Office Detention
Students are to report at 2:15 p.m. for a 40 minute detention or 6:50 a.m. for a 40 minute detention. Detentions are served on Tuesday’s and Thursday’s.
2. PM Session
Students are to report at 2:15 p.m. for a 2 hour after school PM Session. PM Sessions are served on Tuesdays and Thursdays from 2:15 p.m. to 4:00 p.m.

Failure to report to office detention/PM Session may result in additional detentions/PM suspensions and/or loss of other school privileges.

DETENTION/PM/SUSPENSION RULES

Students will be REQUIRED to serve detentions/PM sessions/suspensions on the next detention and/or suspension day and on the next and all subsequent days.

1. Detentions take precedence over any activity, athletic or otherwise. In case of family emergency, the teacher in question or the assistant principal may postpone detentions.
2. Students with transportation problems will be allowed a day to make necessary arrangements.
3. A student who serves a personal detention will be given a pass to the regular detention hall (if both should occur on the same day).
4. A teacher will contact parents/guardians.

PERSONAL DETENTION

For violation of school regulations or special classroom regulations which have been established by the individual teacher, a student may be requested to report to the teacher involved after school. It is imperative that he/she report for personal detention. Failure to do so will result in further disciplinary action.

DETENTIONS ASSIGNED BY TEACHER

A teacher may assign a detention for tardiness, or inappropriate behavior in the classroom. The detention may be either Personal or Office. Failure to serve the Personal detention will result in an office detention.

SEARCH AND SEIZURE

Search and seizures of students, students' belongings, and/or students' vehicles will be conducted only when such search and/or seizure is deemed necessary by the school administrator. A school administrator may perform a search when he or she has a reasonable suspicion that a student possesses or is storing harmful, stolen, or illegal items or substances (contraband) while attending school or a school-related function, and/or to preserve order and safety in the school. The student will be given the opportunity to be present when the search of personal possessions is conducted, so long as a student is in attendance and the student's presence would not endanger the safety of the student or others.

School lockers are school property assigned to students for use during the school year. Lockers are subject to searches by the school's administration and staff. On occasion, the police department and school administration will collaborate to have trained dogs check hallways, classrooms, lockers, and parking lots for contraband.

DUE PROCESS RIGHTS

All students have the constitutional rights (pursuant to *Goss vs. Lopez*) to receive due process procedures including notice and the right to a hearing where required in matters of suspension, transfer and expulsion. Due process for a student who is a subject to suspension for ten days or less includes:

1. Oral or written notice of the charges against him/her;
2. An explanation of the basis of the accusation;
3. The opportunity to present his/her side of the story to an impartial decision maker (who may be a school administrator).

These due process procedures do not require that hearings in connection with suspensions be trial-like in nature. Notice of the suspension and hearing will occur before a student is to leave school, except when a student presents an immediate threat to school officials, other students, him/herself, or clearly endangers the school environment. In this case, the hearing may be delayed, but will be held within a reasonable period of time.

OUT OF SCHOOL SUSPENSIONS/EXPULSION

A student will be subject to suspension/expulsion by the high school principal for the misconduct described in M.G.L. c.71, Sections 37H and 37H1/2. conduct violations of those sections will be treated in accordance with the procedures described by law in those sections, notwithstanding the information set forth within the student handbook. In addition, a student may be suspended for an egregious rules violation pursuant to the provisions of M.G.L. ch. 76, 17 and the procedures set forth in the student handbook.

Under Ch. 71 37 H $\frac{3}{4}$ - Any student who is serving any type of suspension shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Students will have reasonable time to make up their work. Except as provided in 603 CMR 53.07, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent/guardian oral and written notice, and providing the student an opportunity to be heard and the parent an opportunity to participate in such hearing. A principal is considered to have made good faith attempts to contact parents/guardians if a written notice was given and two oral attempts to contact the parent/guardian were made.

Emergency Removal under Section 37H $\frac{3}{4}$ - Nothing in these regulations shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially disrupts the order of the school. The temporary removal shall not exceed five (5) school days, which shall include the day of the

emergency removal, during which time the principal shall: A parent/guardian meeting with the principal or assistant principal will be arranged within two school days of the emergency removal.

1. Students on outside suspension are prohibited from coming on school grounds or attending school activities and events. Any student who violates this will be escorted off school grounds and will receive an extended outside suspension.
2. The principal or assistant principal may require a student and their parent/guardian to have a reentry meeting for any or all outside suspensions.
3. "Short-term suspension" means the removal of a student from the school premises and regular classroom activities for ten (10) or fewer consecutive school days. A principal may, in his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days
4. "Long-term suspension" means 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. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. A principal's hearing is required for any long-term suspensions.
5. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the suspension to the superintendent.

WEAPONS, DRUGS AND ASSAULTS ON STAFF (EDUCATION REFORM ACT OF 1993)

The standards of discipline for offenses dealing with weapons, drugs and assaults on members of school staff are found at Section 37H of Chapter 71 of the Massachusetts General Laws. That section provides, in relevant part, as follows:

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

FELONY COMPLAINT OR CONVICTION OF STUDENT

Section 37H1/2 sets forth a procedure for students charged with felony offenses. This section provides as follows:

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

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

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.
3. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.
4. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

OTHER CAUSES OF EXPULSION

In addition to the provisions of M.G.L. c.71, Sections 37H and 37H ½, the administration reserves the right to request that the School Committee consider a student for expulsion for appropriate reasons, pursuant to M.G.L. c. 76 17. Such reasons include but are not limited to (1) a particularly egregious violation of the high school's rules; or (2) a chronic pattern of violations of the discipline code.

When the administration has determined that a student should be expelled from high school for misconduct (other than the types of misconduct described in M.G.L. c.71, Sections 37H and 37H1/2), the administration will ask the school committee to convene a hearing to consider the student's expulsion. The student will ordinarily be suspended for the period leading up to the expulsion hearing. Prior to the hearing, the student and his parents shall be provided with written notice of the charges against he/her. The student will be provided adequate time to prepare for the hearing and the student will have the right to be represented at the hearing by a lawyer or advocate (at the student's expense).

ATHLETIC AND STUDENT ACTIVITIES

PHILOSOPHY

The David Prouty High School Activities Program is concerned with the total development of the student in coordination with the academic program. It has a role in aiding the physical, emotional and mental development of the student.

As a member of an activity, a student is expected to demonstrate the proper respect for all advisors, officials, opponents, spectators and equipment. The student must be aware of his/her obligation to maintain a satisfactory scholastic average throughout the year. He/she must exhibit the highest level of conduct at all times being a representative of the activity, school and community.

Although the student is governed by the rules and regulations that affect the entire student body, it is assumed that those students who are involved in an activity will readily undertake certain obligations of self-discipline and group discipline that transcend those of the ordinary student. The student must weigh the merits and benefits of being in this voluntary program in relation to the added responsibilities.

All student-athletes, cheerleaders, and marching band members must adhere to Chapter 111 of the Massachusetts General Laws and MIAA Rules 56.2 and 56.4

ATHLETIC HANDBOOK

The David Prouty High School Interscholastic Program is administered on the basis of rules and regulations established by the Massachusetts Interscholastic Athletic Association. Rules and policies specific to athletics are found in the David Prouty Athletic Handbook.

PRACTICE SESSIONS

1. Practice of all fall sports/band will begin prior to the opening of school per MIAA regulations.
2. Winter practices will begin the Monday after Thanksgiving.
3. Spring practices will begin the third Monday in March.
4. Practice sessions will not be held on days when school is canceled due to inclement weather unless approved by the director of athletics and/or the principal.
5. It is the student's responsibility to notify the coach/advisor in advance if missing a practice session, game or performance.
6. **A detention takes precedence over any practice or game.**

USE OF FACILITIES

1. Each student will be responsible for keeping the facilities clean and in proper order.
2. No horseplay will be tolerated in the facilities (shower room, storage area, locker area, etc.).
3. Students should make sure that all valuables are properly locked in the coaches'/advisors' office.

EQUIPMENT AND UNIFORMS

1. Each student is responsible for equipment issued to them.
2. Each student will be financially accountable for all equipment and uniforms not returned in at the end of the season. The student will be charged the current replacement cost for any lost or damaged equipment.
3. Game uniforms are not to be worn for practice unless approved by the coach. They should not be worn on weekends or any other time except for the game/performance.
4. All financial responsibilities to any school activity must be satisfied before a student will be allowed to participate in any other activity.

INJURIES

If a student is injured, it must be reported immediately to the coach/advisor and the school nurse. Undetected injuries must be reported as soon as they are realized.

AWAY ACTIVITIES AND FUNCTIONS

1. All students will ride to and from an away game or practice on the bus or transportation provided by the school. Students may not return with a parent unless written approval is obtained from the principal in advance. The parent must identify themselves to the coach prior to leaving with the student.
2. Bus regulations/rules apply to all students.
3. The attire of the student should be in good taste.
4. Any additional conduct rules imposed by the coach/advisor in charge will be followed.

CAPTAINS/DRUM MAJOR

The selection of captains/drum major shall be by one of the following:

1. A captain or captains may be elected by the team at the start of the activity.
2. A captain or captains may be chosen by the coach/advisor before or at the start of the activity.
3. A captain or captains may be elected or appointed on a game/activity basis.

APPEAL PROCEDURE/POLICY

Any student having a problem that cannot be solved with the coach/advisor of the sport/activity may request a meeting with the director of athletics/principal to seek clarification or a solution to the problem. This procedure should be followed with all athletic/activities problems.

ELIGIBILITY FOR FALL SCHOOL ACTIVITIES

Only pupils in good standing are eligible to participate in athletics, receive parking permit privileges or take part in school sponsored activities. Initial academic eligibility for the first marking period is based upon satisfactorily passing the necessary subjects, which is six units during the previous year.

Students' academic eligibility during the second marking period is based upon academic success, passing three units of work, during the first marking period. Academic eligibility during the third marking period is determined on the basis of academic success, passing three units of work, during the second marking period, and not based upon the first semester grade. Academic eligibility for the fourth marking period is based on passing three units of work during the third marking period.

Once a senior student has been determined academically ineligible following the third quarter, that student will be ineligible to participate until the next report card shows passing three units.

MIAA

MIAA rules apply to sports and activities. (Please see MIAA Handbook.)

STUDENT COUNCIL

The student council is the most important student organization in the entire school. It is the only student organization which represents all students and can speak for them. Therefore, it is of the utmost importance that the student council be a credit to both the school and the community; and that everyone understands the aims and purposes of this organization.

The six main responsibilities of the student council are:

1. It should understand its powers and limitations.
2. It should work within the framework and philosophy of the school.
3. It should believe strongly in representation and in the value of student opinion.
4. It should understand that everyone benefits from a smooth organization.
5. It should recognize that final responsibility inevitably falls upon the principal.

STUDENT REGIONAL ADVISORY COUNCIL

In March of 1972, a Student Regional Advisory board was established for this area. All high schools in the district elect two representatives who will sit on the board for a one year term. The council meets at the State Education Center in West Boylston and its purpose is to formulate better educational systems, solve problems relating to education, and set up educational goals.

STUDENT SCHOOL COMMITTEE REPRESENTATIVES

In September of 1972, a student advisory board to the local school committee was established. It consists of two members who are elected by the student body to represent their views to the school committee when it meets.

STUDENT SCHOOL COUNCIL REPRESENTATIVES

In June, 1993, a school council was formed as a result of the Massachusetts Educational Reform Act of 1993. It consists of the principal, teachers, parents, community members and students. The students will be selected by the principal. They will serve as representatives of the students at the high school.

Community Service Guidelines

1. A student must complete 40 hours of community service as a graduation requirement.
2. The list of approved organizations, contact people, and activities will be available at a central location. We hope to have this on the school's web site and have a current hard copy available in the main office. Each teacher is encouraged to place the tracking form on their document manager. Students who wish to do something not on the currently approved list, must get pre-approval from the principal or his designee. A contract then must be signed by the student, the sponsoring group/organization and David Prouty High School.
3. Community service must be supervised by a person other than a relative.
4. Students are responsible for their own transportation to and from service locations.
5. Arrive at the service site on time. If for some reason the student can't be there at the agreed upon time, they must contact the organization liaison well in advance.
6. Students who are involved in such things as student council, National Honor Society, Eagle Scouts, or religious activities can count those activities towards this requirement given that their tracking forms are filled out at the time the activity is completed. Any community service hours accrued during school hours will count as half time. An example of such an activity is the annual Blood Drive run by student council. If a student submits 3 hours of actual time during school, this will count as 1.5 hours towards the graduation requirement.
7. Court mandated community service cannot be counted towards this requirement.
8. Step by step process for students:
 - a. Decide on an activity you would like to do.
 - b. Complete the proposal portion of the tracking form.
 - c. Bring the form to the student's advisory teacher who will check the list of approved organizations and sign off on that portion of the form, which will include a thorough description of their project or activity.
 - d. If the site/organization/activity/ is not on the current list, the student must seek approval from the principal or his designee.
 - e. When the student's task is completed, he/she will politely ask the site liaison to sign off on the tracking form while also leaving an email or contact number on the form.
 - f. The student will bring the completed form to the student's advisory teacher who will sign off on the bottom portion of the tracking form and it will be placed in the student's advisory folder.
9. For each 10-hour increment of service, the student will receive .5 credit. 2 total credits are required for graduation.
10. A student should complete 20 hours of service by the end of sophomore year and must complete 40 hours by the end of senior year.
11. Transfer students will have their requirement pro-rated beginning with their first full semester enrolled at David Prouty High School.
12. School sponsored internships cannot be used towards this service requirement.

Parent, Teacher, Guidance and Administrative Responsibilities within community service requirement

1. It is the responsibility of the Director of Guidance or his/her designee to monitor student progress towards this graduation requirement. In the event that the Director of Guidance position is not filled, the responsibility will pass to a committee consisting of teachers, administrators and guidance counselors.

2. It is the responsibility of the Director of Guidance or his/her designee (or the committee) to assure that each student has fulfilled this requirement prior to graduation.
3. It is the program coordinator's (or committee's) responsibility to forge contracts with sponsoring organizations/individuals.
4. It is the program coordinator's or committee's responsibility to communicate with sponsoring organizations/individuals to assure that our mission is adhered to and to work out any issues/concerns regarding our students or this program.
5. It is the advisory room teacher's responsibility to keep records of each student's service time in their Advisory Folders.
6. It is the advisory room teacher's responsibility to pre-approve community service activities in one of two ways: 1) Match up the sponsoring activity proposed by the student with the list of pre-approved organizations provided on the guidance department web site. 2) If the proposed organization is not on the list, the advisory room teacher must provide a contract for the student to bring to the organization BEFORE the activity is approved.
7. It is the responsibility of the parent(s) or guardian(s) of each student to pre-approve any community service activity their student(s) propose to take part in.

GUIDANCE

Guidance services are available to all students in the school. Each student is assigned a counselor and the three counselors regularly call in students from all classes to assist in course selection, vocational choice, higher education plans, and other problems they may be faced with. The guidance library makes available many college catalogs, several types of occupational information as well as scholarship announcements. Students are strongly encouraged to take full advantage of the help which is always available to them.

The Guidance Office must be aware of any college visits in order for a student to be given an "excused absence" for that day. Permission slips must be returned to Guidance no later than one day before the scheduled visit is to take place. Students visiting a college in the immediate Worcester area are asked to make such appointments after 12 noon unless there is a specific program being held at the college. A maximum of five students will be allowed to visit the same college on the same day. A note from the Admissions Office of the college will be required as verification that the visit took place.

NATIONAL HONOR SOCIETY

Selection to the National Honor Society is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance.

The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service and character. While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone. Juniors and Seniors must have a cumulative unweighted average of at least 88 in order to be considered for admission into the National Honor Society.

LEADERSHIP

A student demonstrates leadership not only in the offices that he/she may hold but also through the effective participation in other co-curricular activities in school. Some of the qualities of a student who demonstrates leadership are:

- Exercises positive influence on peers in upholding school ideals *Is able to delegate responsibilities
- Exemplifies positive attitudes *Inspires positive behavior in others *Demonstrates academic initiative
- Demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- *Is willing to uphold scholarship and maintain a loyal school attitude

CHARACTER

National Honor Society is a member of the Character Counts! Coalition. Through this activity, the society supports and recommends the use of a multi-faceted definition of character known as the “Six Pillars of Character”. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Faculty members and/or club advisers’ evaluations and recommendations will be considered in evaluating a student’s character. All negative evaluations must be substantiated or they will be dismissed by the faculty Council. A student’s discipline record will also be considered by the Council in making their determination of whether or not a student satisfies the character cornerstone.

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Manifests truthfulness in acknowledging obedience to rules, avoids cheating in written work, and shows unwillingness to profit by the mistakes of others

SERVICE

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student’s attitude toward service will be reviewed.

The Faculty Council at David Prouty High School believes that service to our school should take precedence over community service. Thus, involvement in school activities is a major consideration. Active participation is defined as involvement in at least two activities for two years (one year must include junior year). Yearlong activities for at least two years (one year must include junior year) may be considered provided the student displays consistent committed participation. Club advisers will be consulted to determine the level of commitment and amount of participation in all activities. While **QUALITY** of service is of more value than the number of activities that a student is involved in, the **CONSISTENCY** which a student has been involved in school activities throughout his/her

high school career will also be carefully reviewed. Band and Chorus taken as classes will not be considered as extracurricular activities. Activities that involve an extensive after-school commitment will be given greater consideration than those school activities whose involvement is limited to during the school day. Also, activities that almost totally involve personal pleasure such as travel clubs or skiing will not be given as much consideration as those that involve a lengthy after school commitment.

Candidates must also complete a minimum of ten hours of community service, which can be completed at any time prior to the student's consideration for National Honor Society induction. This service must be verified by an adult supervisor. Generally speaking, service activities are those which are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been given. Such activities cannot include mandatory religious education classes or service projects completed as part of another organization that you have already received credit for (ex. serving at the community-based activities sponsored by the Student Council, etc).

SENIOR HONOR SOCIETY

Senior Honor Society Awards serve as a reward for good school work and participation in extracurricular activities. The school system has been set up to encourage students to broaden their activities from the everyday routine to make themselves well rounded individuals. To win this award, a student must compile a total of 150 points. A minimum of 35 points must be acquired from scholarship and 35 for extracurricular activities, the difference to be earned in either division. The recognition is given to deserving seniors each year at Class Day exercises.

DPHS PERMANENT SCHOLARSHIP FUND

A Permanent Scholarship Fund has been organized in the towns of Spencer and East Brookfield. This fund is administered by a general committee composed of a group of interested citizens. The selection of recipients is made by a committee made up of faculty members, administration and members of the general scholarship committee.

Any organization that wishes to contribute a scholarship in its name to the Permanent Scholarship Fund is entitled to a seat on the general committee. Scholarships will be awarded at the graduation exercises.

WHITE SWEATER AWARD

Recognition will be given to members of the senior class who have maintained an un-weighted average of **93** or better for the first three years of high school.

SPECIAL EDUCATION SERVICES

Special Education services are provided in the following areas:

1. Behavior and Emotional Needs – Classes for students with adjustment problems aid students with re-integration into the regular classroom;
2. Specific Learning Needs – Learning Disability Programs assist students needing help in learning skills through tutorial services, individualized learning help and resource rooms;

3. Generic Needs – Programs and classes for special needs children with limited intellectual ability allow students to progress at their own rate. Students focus on basic educational skills and needs while taking part in regular activities for their grade, whenever possible;
4. Vision Needs – Itinerant teachers provide the partially sighted or blind child with special aids and instruction that the child need to adapt to the visual limitations and increase participation in regular classrooms;
5. Auditory Needs – Teachers help students with a hearing loss to acquire needed communication and language skills so that they can function in the regular classroom whenever possible.
6. Speech & Language Needs – Speech services are available to those with various impediments and difficulties in speech. Itinerant teachers plan individual programs using a multi-sensory approach.
7. Mobility & Orientation Needs – Physical and Occupational therapy programs are for those physically handicapped who need services in specific functional areas such as the development and use of limbs and muscles for schoolwork now and actual work in the future;
8. Inclusion Services – Services for those children in the school who need extra help in various subjects in the classroom/least restrictive environment during the school day;
9. Resource Room – Services for those children in the school who require extensive help in various subjects during the school day are unable to be successful in the classroom setting;
10. Pre-school Programs for the Multiple Impaired – Prepare the child for the school experience by emphasizing readiness skills in specific areas of learning and physical needs;
11. Alternative Programs – Redefine the school experience, combining academic work with prevocational training for students with different educational needs;
12. Adjustment Counseling – Students experiencing behavioral, social, or other adjustment problems may receive counseling from a certified adjustment counselor.

“PROCEDURAL REQUIREMENTS FOR STUDENTS NOT YET DETERMINED ELIGIBLE FOR SPECIAL EDUCATION”

603 CMR 28.00 Special Education Regulations-Massachusetts State Law for Special Education Services.

The purpose of 603 CMR 28.00 is to ensure that eligible Massachusetts students receive special education services designed to develop the student’s individual educational potential in the least restrictive environment in accordance with applicable state and federal laws.

The pre-referral process is as follows for student not yet determined eligible for special education:

1. Change the amount or type of work the child is required to do;
2. Referral to Title I services;
3. Change ability levels;
4. Change reading levels;
5. Change teachers and/or classes;
6. Provide tutorial help after school;
7. Work on a behavior modification program;
8. Provide counseling services through the guidance department;
9. Parent conferences;

10. Progress reports to parents.

Initial questions regarding the pre-referral process should be directed to the building principal.

Parents may submit a formal request in writing to have the child tested for special education services at any time. A letter outlining the specific area of concern for the child may be submitted to: Carla Chioda, Director of Pupil Services, Spencer-East Brookfield Regional School District, 302 Main Street, Spencer, MA 01562.

504 - DISCIPLINE

Students identified as eligible for protection under Section 504 may not be removed from their educational placement for more than ten school days unless it is determined that the behavior which resulted in the disciplinary infraction was not linked to the student's disability, or inappropriate placement. This is called a "manifestation determination." The prohibition against removals of more than ten school days also applies to shorter removals which cumulatively total ten (10) school days within a school year and reflect a pattern of exclusion.

An exception to the prohibition against removing students whose behavior is linked to their disability commits an infraction involving illegal drugs or alcohol, without whether the alcohol or drug use is linked to the student's disability or an inappropriate placement.

A child who has not yet been determined to be eligible for special education and related services may assert that disciplinary protections under IDEA providing the District had a basis of knowledge that the child is a child with a suspected disability before the behavior that precipitated the disciplinary action occurred. The District is deemed to have knowledge if the child's parent expressed concern in writing to administrative or supervisory personnel of the school or District that the child is in the need of special education and related services; the parent of the child had requested a special education evaluation; or the child's teacher or other school or District personnel expressed specific concerns to the Director of Special Education or to other supervisory personnel about a pattern of behavior demonstrated by the child. The school District is not deemed to have knowledge of a disability if the parent has not allowed an evaluation or has refused special education and related services, or the child has been evaluated and determined not to be a child with a disability

Current Federal Special Education Regulations (34 CFR 300.519-529) require the following discipline policies and procedures for special needs' students:

- School personnel may suspend an eligible special needs student for up to 10 days.
- After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal, the public school provides sufficient services for the student to continue to receive a free and appropriate education.
- A suspension of longer than 10 days or a series of suspensions that are shorter than 10 consecutive days by constitute a pattern are considered to represent a change in placement.

Prior to a suspension that constitutes a change in placement, the Team convenes to:

- Develop or review a functional behavioral assessment of the student's behavior intervention plan or develop an assessment plan.
- To identify alternative educational setting(s) and
- To determine the relationship between the disability and behavior, "a manifestation determination."

If the team determines that the behavior IS a manifestation of the disability, then the District takes steps (with parent consent) to correct the IEP, the placement, or the behavior intervention plan.

Regardless of the manifestation determination, the District may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 days:

- If the behavior involves weapons or illegal drugs or another controlled substance while at school or a school function, or
- If the District provides evidence that the student is “substantially likely” to injure him/herself or others and a hearing officer orders the alternative placement, and
- The interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the IEP, and provides services to address the problem behavior.

The District provides written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the placement on the last accepted IEP or the interim alternative placement, unless the parent and the school district otherwise agree.

HOME / HOSPITAL INSTRUCTION

Any student whose personal physician determines that the student’s medical condition will require either hospitalization or home care for not less than fourteen school days shall receive educational services in the home or hospital only if the student’s physician completes a Department of Education Form 28R/3 (or equivalent signed statement) and submits the completed form to the Director of Pupil Services. Copies of Form 28R/3 can be obtained from the school.

Notify the Director of Pupil Services immediately of the doctor’s written order.

Such services shall be provided with sufficient frequency to allow the student to continue his/her educational program, as long as such services do not interfere with the medical needs of the student.

Such education services shall not be considered special education unless the student has been determined eligible for special education services and the services include services on the student’s I.E.P.

If, in the opinion of the student’s physician, a student eligible for special education is likely to remain at home, in a hospital or in a pediatric nursing home for medical reasons for more than 60 school days in a school year, the Administrator of Special Education shall convene a TEAM meeting to consider evaluation needs and, if appropriate, to amend the existing I.E.P. or develop a new I.E.P. suited to the student’s unique circumstances.

DISTRICT POLICIES

HEALTH EDUCATION POLICY

Our school district's comprehensive health education program has been developed by our professional staff in conjunction with the Massachusetts Health Framework. The overall goal of the program is to maintain efforts which begin in the primary grades to promote the health and well-being of our students, and to help our students make wise and informed decisions during their teen-age years and beyond.

Sexuality education is part of all health curriculums, and will include topics such as puberty, dating, relationships and communication skills, pregnancy, prevention of sexual abuse, prevention of HIV/AIDS, and other sexually transmitted diseases. During the presentation of curriculum materials, students will be able to ask questions, which will be answered factually and in an age-appropriate manner. Each student's privacy will be respected, and no one will be asked to reveal personal information. Material will be presented in a balanced, factual way that makes clear that people have strong religious and moral beliefs about issues and these beliefs will be respected. If you would like to review our curriculum and materials at the school, you are welcome to do so. Please call the school to arrange a convenient time.

Under Massachusetts law and School Committee policy, a parent or guardian may exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues.

To receive an exemption, you are asked to send a letter to your child's school requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized. We may provide an alternative assignment to students who are exempted.

We look forward to working with you to ensure that your child has a positive and educationally enriching experience this school year. If you have any questions about this, please feel free to contact the school.

CONTACTING POLICE: SPENCER-EAST BROOKFIELD REGIONAL SCHOOL DISTRICT MEMORANDUM OF UNDERSTANDING

The Spencer-East Brookfield Regional School District, the Spencer Police Department and the East Brookfield Police Department agree to coordinate their efforts to prevent and control drug abuse including the use of alcohol, by students and to respond effectively to all incidents of criminal or delinquent behavior on school grounds, in school buildings, or at school sponsored events. This agreement sets our formal procedures for communication and cooperation between the parties. The agreement is based upon current school policy and practice and Chapter 119, Section 51A (mandatory report statute). We agree to the following procedures for handling of incidents involving the use of drugs or alcohol on school property or at school property or at school functions, including but not limited to, those incidents constituting criminal or delinquent behavior.

BEHAVIOR	SCHOOL RESPONSE	INTERACTION WITH POLICE
1. Student voluntarily confides a personal drug or alcohol problem.	Teacher will consult with the appropriate school personnel for assistance in deciding appropriate action or referral.	None.
2. School officials have reasonable cause to suspect that student is under influence or drugs or alcohol, but no contraband is found.	Principal or designee will notify parents and the student will be removed from class until parent conference is held.	The principal or designee will notify parents. There will be a subsequent meeting between parents, student, school officials and a local police officer.
3. Student is found to be or admits to being under the influence of drugs or alcohol but contraband is found.	In accordance with the Disciplinary Code, principal will make immediate notification to the police and the parent and hold a conference with the parent, the student, the local police, dept. and appropriate others before the student returns to school.	Formal written notification by the principal or designee to the police department. The school officer will decide if criminal or juvenile complaints are to be taken out or if a care and protection order is to be sought.
4. School official has reasonable cause to suspect a student is in possession of a drug or alcohol.	Principal or designee will notify the student's parents and inform them to the nature of the incident.	A conference will be held with the student, parents, police and school official to discuss the incident.
5. Student is found to be in possession of a drug or alcohol.	(Same as #3 above) Contraband is turned over to police department.	Formal, written notification by the school shall be made to the police department. The latter will make the appropriate criminal or juvenile complaints and report their actions and the results to school officials.
6. School is suspected of selling or distributing drugs and/or alcohol.	(Same as above)	(Same as 4 above)
7. Student found to be selling or distributing drugs or alcohol.	In addition to the parent and police notification the student will be recommended to the school administration for immediate suspension and later to the school committee for consideration of expulsion from the school system. The contraband is turned over to the police department.	Formal, written notification by the school to the police department. The police department will take out the appropriate criminal or juvenile complaints.

The Spencer Police Department, East Brookfield Police Department and the Spencer-East Brookfield Regional School District will identify specific persons as designated liaisons in order to implement the terms of this agreement. The school department will name one such person from each school building, and the police departments will designate one patrolman to serve in such a capacity. The people so designated should work to bring about a mutual trust and understanding between all departments.

By signing this memorandum, all departments agree to work together, and with the community as a whole, to bring about a drug free environment in the Spencer-East Brookfield Regional School District.

SPENCER EAST BROOKFIELD REGIONAL SCHOOL DISTRICT BULLYING PREVENTION AND INTERVENTION PLAN

Priority Statement: All students deserve the opportunity to work and learn in an environment of mutual respect. In order to create and maintain such an environment, students must treat each other with courtesy, consideration, and appreciation. The Spencer East Brookfield community is committed to adhering to the Spencer East Brookfield policy of providing a learning environment and work atmosphere for students, employees, and visitors that is free from harassment, bullying, retaliation, and intimidation. Therefore, harassment, bullying, retaliation, or intimidation in all forms is prohibited in all schools. The plan applies to students and members of a school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, interventions, and parent/guardian involvement.

- The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyberbullying, and the school is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. The principal is responsible for the implementation and oversight of this plan except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.
- We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

I. Leadership

School leaders have a primary role in teaching students to be civil to one another by promoting an understanding of – and respect for – diversity and difference. School leadership is a shared responsibility and all school leaders are responsible for setting priorities and for staying up to date with current research on ways to effectively prevent and respond to bullying.

- A. **Public Involvement:** Massachusetts General Law Chapter 71 Section 370 requires each school's Bullying Prevention and Intervention Plan be developed in consultation with a variety of stakeholders including, but not limited to, teachers, administrators, school staff, parents, and students. The following individuals in Spencer-East Brookfield share this responsibility:
- Principal and Assistant Principal
 - Guidance Counselor
 - Student Support Team – Administration, Guidance Counselor, School Nurse, Adjustment Counselor(s), Special Education Staff, and School/District Psychologist
 - School Council
 - Parent Teacher Organization
 - School Committee including Public notice and comment period before school committee adoption
- B. **Assessing needs and resources:** The school leaders will assess the adequacy of the current programs; review current policies and procedures; review all available data on bullying and behavioral incidents, and continue to assess all resources including curricula, training programs, and behavioral health services.
- The Student Support Team and the School Council will assess the adequacy of current programs, review current policies and procedures, and review available data on bullying and behavioral incidents to reveal patterns of behavior and areas of concern. When patterns and areas of concern are prevalent, the School Improvement Plan will be revised to provide prevention and intervention strategies through age-appropriate curricula and in school counseling, group treatment, mediation and other school support services.

The Student Support team will collect and analyze data on the prevalence and characteristics of bullying. The Student Support team will also conduct annual staff, student, and parent surveys to assess school safety and climate. At least once every four years beginning with 2015/16 school year, the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department. Similar tools to the student survey may be used with faculty, staff, and parents/guardians to assist in determining school climate needs.

- The Student Support team will review curricula, training programs, and behavioral health services available to the school. The team will keep a record of the bullying prevention and intervention curricula delivered within the building, and coordinate professional development for the entire staff.

- Where necessary and appropriate, the Student Support Team will partner with parents and outside agencies including You Inc., Community Health Link, the District Attorney's office, the Department of Children and Families, the Massachusetts Aggression Reduction Center, and other social service agencies to meet the needs of the building.
- C. **Planning and Oversight:** The following stakeholders will be responsible for the following tasks within the plan:
- Administration and Guidance shall be responsible for handling all complaints of bullying. All bullying incidents must be reported to the Principal, Assistant Principal or Guidance Counselor.
 - When a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.
 - Administration and Guidance will record and track all incident reports and have access to all information related to targets and aggressors.
 - Student and staff handbooks and codes of conduct will make clear that bullying of students by school staff or other students will not be tolerated;
 - The Administration will plan for ongoing professional development and supervise the curricula the school will use. To date, administration arranged for the District Attorney's office to provide all staff, students, and parents with bullying prevention and intervention professional development training by October 30, 2014. Administrators will review and approve readings and discussion topics within the ELA curriculum and evidenced-based lessons within the Physical Health and Education curriculum to specifically address bullying prevention.
 - The Student Support Team and the School Council shall collect and analyze building and/or school wide data on bullying to assess the extent of the problem and to measure outcomes. When necessary and appropriate, these two groups will make recommendations to amend the School Improvement Plan.
 - The Student Support Team will plan supports that respond to the needs of targets and aggressors.
 - The Student Support Team, the Parent Teacher Organization, and the School Council will review all policies and protocols relating to the plan.
 - Administration will conduct an annual review of student and staff handbooks and codes of conduct and amend these documents in accordance with data-supported recommendations and Massachusetts General Law.
 - Administration, Guidance Counselor, and the Student Support Team will engage families through annual surveys and through the provision of informational materials. All parents will be invited to attend a bullying prevention training provided by the District Attorney's office before October 30, 2014.
 - Administration, the Student Support Team, and the School Council will annually review and update the Plan.
 - The Student Support Team will meet weekly to review all student concerns, prevention, and intervention planning.

II. Training and Professional Development

- A. **Training and responsibilities:** Annual training for all school staff shall occur no later than October 30th of each school year. Administration shall facilitate this training, and is responsible for informing the staff of the following responsibilities:
- i. Teachers shall immediately report to the Principal, Assistant Principal, or Guidance Counselor any incident that meets the criteria for bullying as outlined in M.G.L.
 - ii. ELA and Health and Physical Education teachers will work with administrators and other instructional departments to develop and implement bullying prevention curricula and activities.
 - iii. All staff will use the curricular resources available through the Massachusetts Aggression Reduction Center to guide their work.
 - iv. Staff members hired after the start of the school year will participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.
 - v. Each year, at least one member of the district will attend a seminar or workshop on current practices in the field of bullying prevention and intervention and share these findings with the staff and administration.
 - vi. The Policies and Procedures describes the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation.
- B. **Ongoing professional development:** The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school-wide and district-wide professional development will be informed by research and will include information on:
- i. Developmentally (or age-) appropriate strategies to prevent bullying;
 - ii. Developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents;
 - iii. Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
 - iv. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
 - v. Information on the incidence and nature of cyberbullying; and
 - vi. Internet safety issues as they relate to cyberbullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education

Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by the school or district for professional development may include:

- a. Promoting and modeling the use of respectful language;
- b. Fostering an understanding of and respect for diversity and difference;

- c. Building relationships and communicating with families;
- d. Constructively managing classroom behaviors;
- e. Using positive behavioral intervention strategies;
- f. Applying constructive disciplinary practices;
- g. Teaching students skills including positive communication, anger management, and empathy for others;
- h. Engaging students in school or classroom planning and decision-making; and Maintaining a safe and caring classroom for all students; and engaging staff and those responsible for the implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors

Written notice to staff: Schools will provide all staff with an annual written notice of the Bullying Prevention and Intervention Plan by publishing information about it, including sections related to staff duties, and bullying of students by school staff in the school and district employee handbook and the code of conduct.

- C. **Parent education and resources:** The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. All parents will be invited by the school to attend training on bullying prevention by the District Attorney's office prior to October 30, 2014. Additional programs may be offered in collaboration with the PTO, School Council, and/or the Special Education Parent Advisory Council. School and community members will be given access to the bullying prevention and intervention resources available through the Massachusetts Aggression Reduction Center.
- D. **Notification requirements:** Each year, the school or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. This information will be included in the school handbook. The school or district will send parents written notice each year about the student-related sections of the Plan and the district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. All schools will post this Plan and links to bullying prevention and intervention on our website.

III. Access to Resources and Services: A key aspect of promoting positive school climates is ensuring that the underlying emotional needs of targets, student aggressors, families, and others are addressed. The following plan has been put in place to assist in this area:

- A. **Identifying Resources:** Students who, by legal definition, have met the criteria for needing services as a target or student aggressor shall immediately receive support and corrective action as outlined in the school policy prohibiting harassment and bullying. Student specific services are outlined under the Counseling and other services section below.
- B. **Counseling and other services:** Assessment of need will be initially determined by guidance or administration. Where necessary and appropriate, consultation with the Student Support Team will also occur. Both teams may implement any or all of the following possible interventions:

- School Based Counseling from any or all of the following members of the student support team (Guidance, School Adjustment Counselor, School Psychologist, Assistant Principal, C.H.L. clinician).
- School Based Psycho-Educational Group programs provided by a member of the Student Support Team.
- In addition to appropriate consequences, a Restorative Justice/Practices conference may be convened for the purpose of:
 - i. Restoring relationships that have been negatively impacted;
 - ii. Holding people accountable for their misbehavior; and;
 - iii. Preserving the dignity of all parties.

These conferences will be chaired by the Guidance Counselor, Adjustment Counselor and/or the School Psychologist.

- Safety Planning and Assessments for targets and aggressors provided by the School Psychologist, Assistant Principal, Guidance, Adjustment Counselor.
- Early Intervention Assessment and Planning including Functional Behavioral Assessments and Behavior Intervention Planning provided by the Special Education Staff, the Guidance Counselor, and the School Psychologist.
- Partnership with – and referrals to – You Inc., Community Health Link, Department of Children and Families and other related agencies through the Student Support Team.
- Partnership with Children’s Behavioral Health Initiative (C.B.H.I.) and the Mobile Crisis Team for Medicaid specific students. Referrals provided by any member of the Student Support Team. Any other services identified by the Student Support Team as needed.

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

D. **Referral to Outside Services:** Students who have been identified in need of services beyond the scope of what the school can provide will be referred to an outside agency for services and interventions.

IV. Academic and Non- Academic Activities

A. **Specific bullying prevention approaches:** Bullying prevention curricula will be informed by current research based on the Massachusetts Aggression Reduction Center model and will emphasize the following approaches:

- Using scripts and role plays to develop skills;
- Empowering students to take action by knowing what to do when they witness other students or school staff engaged in acts of bullying or retaliation, including seeking adult assistance;
- Helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;

- Emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- Enhancing students' skills for engaging in healthy relationships and respectful communications
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan. Administration and staff shall review the plan with students annually, and this review shall occur no later than the end of the first quarter of school. Students in all schools will receive annual training provided by administration.

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

- Setting clear expectations for students and establishing school and classroom routines;
- Creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- Using appropriate and positive responses and reinforcement, even when students require discipline;
- Using positive behavioral supports;
- Encouraging adults to develop positive relationships with students;
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- Using the Internet safely; and
- Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

V. Policies and procedures for reporting and responding to bullying and retaliation

To support efforts to respond promptly and effectively to bullying and retaliation, the district put in place policies and procedures for receiving and responding to reports of bullying or retaliation. These policies and procedures will ensure that members of the school community – students, parents, and school staff – know what will happen when incidents of bullying occur. The following information outlines procedures to be followed by the principal or designee, or the superintendent or designee when the principal or assistant principal is the alleged aggressor, or the school committee or designee when the superintendent is the alleged aggressor once a report is made.

A. Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee, or to the superintendent or designee when the principal or assistant principal is the alleged aggressor or to the school committee or designee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community. Reporting may take place through an Incident Reporting Form,¹ a

voicemail box in Pupil services, the dedicated mailing address: 302 Main Street Spencer, Ma.01562, and the Pupil Service Director's email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, and the superintendent or designee when the principal or the assistant principal is the alleged aggressor, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

1. Reporting by Staff

A staff member will report immediately to the principal or designee, or to the superintendent or designee when the principal or the assistant principal is the alleged aggressor, or to the school committee or designee when the superintendent is the alleged aggressor when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report as provided does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee, or superintendent or designee when the principal or assistant principal is the alleged aggressor. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee, or superintendent or designee when the principal or assistant principal is the alleged aggressor.

B. Responding to a report of bullying or retaliation – Allegations of Bullying by a Student.

1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote

safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Responses to promote safety may also include but not be limited to:

- Increasing adult supervision in locations where bullying has occurred.
- Biweekly contact with the target to determine whether there has been a recurrence or to assess if additional support measures are needed.
- Ongoing collateral contact with outside treatment providers as deemed necessary.

2. Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school

resource officer, if any, and other individuals the principal or designee deems appropriate.

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

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

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

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

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

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

D. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and making a referral for evaluation.

2. Taking Disciplinary Action

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

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

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

3. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

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

E. Responding to a report of bullying or retaliation – Allegations of Bullying by a Staff.

- **Safety**

Before fully investigating the allegations of bullying or retaliation, and as outlined in the priority statement the Principal or designee or Superintendent or designee or School Committee or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; altering the aggressor's schedule and contact with the target, Weekly contact with the target to determine whether there has been a recurrence or to assess if additional support measures are needed.

The Principal, Superintendent or School Committee or designees will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal, Superintendent or School Committee or designees will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation

- **Obligations to Notify Others**

- a. Notice to parents or guardians.

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

- b. Notice to Another School or District

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

- c. Notice to Law Enforcement.

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal, Superintendent or School Committee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Principal, Superintendent or School Committee or designees will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. In making this determination, the Principal, Superintendent or School Committee or designees will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

- F. **Investigation.** The Principal, Superintendent or School Committee or designees will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Principal, Superintendent or School Committee or designees will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. Whoever is conducting the investigation will remind the alleged staff aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Principal, Superintendent, School Committee or designees, and in consultation with the legal counsel, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Principal, Superintendent or School Committee or designees will maintain confidentiality during the investigative process. The Principal, Superintendent or School Committee or designees will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, The Principal, Superintendent or School Committee or designees will consult with legal counsel about the investigation.

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

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

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

G. Responses to Bullying.

- **Taking Disciplinary Action**

If The Principal, Superintendent or School Committee or designees decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by The Principal, Superintendent or School Committee or designees, including the nature of the conduct, the age of the student(s) involved. Discipline will be consistent with contractual guidelines supporting employee's right to Union representation due process procedures under the legislation.

If The Principal, Superintendent or School Committee or designees determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

- **Promoting Safety for the Target and Others**

The Principal, Superintendent or School Committee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well.

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

Vi. Collaboration with families

Resources for families and communication with them are essential aspects of effective collaboration. The law requires the district or school Plan to include provisions for informing parents or guardians about the bullying prevention and intervention curricula used by the school district or school including: (i) how parents and guardians can reinforce the curricula at home and support the school or district plan; (ii) the dynamics of bullying; and (iii) online safety and cyberbullying. Parents and guardians must also be notified in writing each year about the student-related sections of the Bullying Prevention and Intervention Plan, in the language(s) most prevalent among the parents or guardians. School- or district-specific approaches to collaboration should take into account age, climate, socio-economic factors, linguistic, and cultural make-up of students and the parents.

- A. Parent education and resources. The school or district will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the District Attorney, PTO, PTA, School Councils, Special Education Parent Advisory Council, or similar organizations.
- B. Notification requirements. Each year the school or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school or district will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic

formats, and will be available in the language(s) most prevalent among parents or guardians. The school or district will post the Plan and related information on its website.

VII. Prohibition against bullying and retaliation

The law requires each Plan to include a statement prohibiting bullying, cyberbullying, and retaliation. The statement must be included in the Plan and included in the student code of conduct, the student handbook, and the staff handbook. The following statement is incorporated directly from M.G.L. c. 71, § 37O(b), and describes the law's requirements for the prohibition of bullying.

Acts of bullying, which include cyberbullying, are prohibited:

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

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

VIII. Problem Resolution System

Chapter 86 of the Acts of 2014 amended Section 37O of chapter 71 of the General Laws to include (g) (v):

The Plan shall inform parents or guardians of the target about the Department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system. This information will be made available in both hard copy and electronic formats:

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

IX. Definitions

Several of the following definitions are copied directly from M.G.L. c. 71, § 37O, as noted below.

Aggressor is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

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

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

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

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

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

X. Relationship to other laws

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, religion, ancestry, national origin, sex, socioeconomic status, academic status, gender identity or expression, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, M.G.L. c. 71, §§41 and 42, M.G.L.c 76 § 5, or other applicable laws, or local school or district policies, or collective

bargaining agreements, in response to violent, harmful, or disruptive behavior, regardless of whether the Plan cover

GRIEVANCE POLICY AND PROCEDURE REGARDING TITLE VI, TITLE IX AND SECTION 504

These laws are as follows:

Title VI of the Civil Rights Act of 1964 (prohibiting race, color and national origin discrimination)

- i. Title IX of the Education Amendments of 1972 (prohibiting sex discrimination)
- ii. Section 504 of the Rehabilitation Act of 1973 (prohibiting disability discrimination)
- iii. Age Discrimination Act of 1975 (prohibiting age discrimination)
- iv. Title II of the Americans with Disabilities Act of 1990 (prohibiting disability discrimination by public entities, including public school districts, public colleges and universities, public vocational schools, and public libraries, whether or not they receive Federal financial assistance)

The Spencer-East Brookfield Regional School District's Civil Rights Coordinator is Karen Zaleski, 302 Main Street, Spencer, MA 01562. 508-885-8515.

Local Grievance Procedure:

If you believe that you have been discriminated against because of your race, color, national origin, disability, age, sex, or religion you can file a complaint with Karen Zaleski within 30 days from the date of the alleged discriminatory act. Please include the following information in writing when filing a complaint:

- i. Your name, address and telephone number. You must sign your name. (If you are filing a complaint on someone's behalf, include your name, address, telephone number and statement of your relationship to the individual – e.g., spouse, attorney, friend).
- ii. Name and address of the institution or agency you believe discriminated against you. III. How, why and when you believe you were discriminated against.
- iii. Any other relevant information.

In an effort to resolve the grievance, mediation with all involved parties and Karen Zaleski will be held. Then if the grievance is not resolved, all involved parties will meet with the Superintendent of Schools. If after all these attempts have been made the grievance has still not been resolved, the complainant may obtain an Office of Civil Rights (OCR) Complaint Form from Karen Zaleski

Karen Zaleski, Director of Pupil Services will assist you in filling out this form. You may file a complaint with OCR within 180 days from the date of the alleged discriminatory act. (OCR may extend the 180-day period if good cause is shown.)

Send Form To:

Office for Civil Rights
U.S. Department of Health & Human Services
JFK Federal Building – Room 1875
Boston, MA 02203

(617) 565-1340; (617) 565-1343 (TDD) (617) 565-3809 FAX

Please note: A recipient may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding under the five statutes listed above.

INTERVIEWS AND SEARCHES BY POLICE

The police may search students or their lockers if they have a valid warrant to do so. If they have “probable cause” to believe that a student is in possession of unlawful items, police may request administrative (superintendent or principal) approval to conduct a search. School officials may engage private individuals, companies and other agencies (i.e. state police) to facilitate searches for contraband, controlled substances, alcohol or other prohibited substances.

When police are permitted to interview students in school, the students will be afforded the same rights they have outside of school. Parents must be notified if the student is a minor.

Students must be informed of their constitutional rights by the police. Students may remain silent if they so desire, and they must not be subjected to coercion or illegal restraint. However, within the framework of their legal rights, students have the responsibility to cooperate with police. Prior to the interview, the student will be asked to sign a statement outlining these rights.

Interviews by police in school shall be limited to school related offenses or concerns only.

REMOVAL OF STUDENTS FROM SCHOOL BY THE POLICE

An officer of the law may take a pupil from the school only if the officer has ready for service a subpoena, a warrant of arrest, or an order for civil arrest. The school principal will notify the student’s parent/guardian that the student is being removed from school.

Occasionally, the principal may find it necessary to call the police department for assistance in handling a pupil involved in some serious offense committed at school. In such a case, the police may not arrest the pupil unless a sworn complaint is filed in court. However, the circumstances in such a case may from time to time justify the removal of the pupil from school in the absence of a complaint or warrant.

WEAPONS ON SCHOOL PROPERTY

Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun, or a knife may be subject to expulsion from school by the principal in accordance with the general laws of the Commonwealth.

Any student charged with this violation will be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to present evidence and witnesses at the hearing.

HAZING

Hazing, both verbal and physical, is punishable by law and is prohibited on school property or in connection with school-sponsored activities.

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

Chapter 269 of the General Law, Section 17 states that, “Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.”

PUBLIC’S RIGHT TO KNOW

In compliance with state and federal laws and regulations requiring that public bodies provide citizens with access to public records.

The school district shall maintain student records as required by law. An eligible student and/or his parent/guardian will be allowed to inspect academic, scholastic or any other records concerning such student.

PARENTS’ RIGHT TO KNOW

Student Records. Parents have the right to review and inspect all records on their child. Records will be available for viewing at the child’s school as soon as practicable and within ten days after the initial request. A school administrator will be available at the viewing to explain any of the records.

If a parent requests a change to the record or that material be deleted, the following procedure will be followed.

The parent will discuss the request with the administrator present. If the issue cannot be resolved, the parent will send the request to the superintendent. If the issue is still not resolved, a hearing would be held with the school committee. or in grade nine have the same record.

All due process rights would be followed. Students who are age fourteen rights as parents do in regards to reviewing and amending the student

ACCEPTABLE USE POLICY FOR TECHNOLOGY

The purpose of this policy statement is to ensure all who use technology under the auspices of the Spencer-East Brookfield Regional School District do so in a manner which is consistent with the mission of the school system, and complies with all Federal, State and local laws. This acceptable use policy (AUP) is in compliance with State and Federal telecommunications rules and regulations.

In order for students to use Spencer-East Brookfield Regional School District technology, they must read the following guidelines for use and sign the Acceptable Use Policy for Technology contract. The student contract must be signed by the student’s parent or guardian. All students in Grade 4 or above shall also be required to sign the AUP before using district technology. Students will utilize technology in a manner consistent with appropriate conduct as outlined in the school handbook. It is understood that staff signing their employment contracts will abide by and accept all district policies.

Guidelines for Use

The primary purpose of the Spencer-East Brookfield Regional School District (henceforth referred to as District) technology is educational. It is essential that anyone who uses this technology understand its purpose. All users will assume full liability, legal, financial, and/or otherwise, for consequences of unauthorized use. Failure to abide by these regulations may result in disciplinary and/or legal action.

A prerequisite for obtaining and using a District network account is that each user takes full responsibility for his/her own actions. The District and other organizations sponsoring Internet access will not be liable for the actions of anyone connecting to the District network and/or Internet through these links.

The District makes no guarantees, implied or otherwise, regarding the reliability of the data connections. Neither the District nor sponsoring organizations will be liable for any loss or corruption of data while using a District network account.

The District reserves the right to examine all data stored on any and all equipment owned by the District or connected to the District network/Internet connection.

All District students and staff will abide by the following conditions when using District technology:

- Users will not use technology to perform any act that may be construed as illegal and/or unethical.
- Users will not engage in, promote, enable, or discuss system cracking, software piracy, and other computer-based criminal skills and acts.
- Users will not access sexually explicit content, such as pornography and/or erotica.
- Users will not access material that contains violence or other forms of graphic or "extreme" content.
- Users will not engage in, promote, or enable bigotry, hate speech or harassment of any kind.
- Users will not engage in, promote, or enable gambling, recreational drug use, alcohol, or other activities frequently considered to be vice.
- Users will not access material unrelated to a student's studies, an employee's job function, or other tasks for which the computer in question may be intended.
- Users will not use District technology for treasonous or subversive acts.
- Users will report any and all misuse of District technology as described in this policy.

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Spencer-East Brookfield Regional School District. Further, students of the district are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel 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 immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

1. **Extended Restraint.** A physical restraint, the duration of which is longer than twenty (20) minutes.
2. **Physical Escort.** Touching or holding a student without the use of force for the purpose of directing the student.
3. **Physical Restraint.** The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical Restraint. The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion Restraint. Physically confining a student alone in a room or limited space without access to school staff. The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

Chemical Restraint. The administration of medication for the purpose of restraint.

Each building principal will identify staff members to serve as a school-wide resource to assist in ensuring the proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the Department of Education recommends be at least 16 hours in length.

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

In addition, each staff member will be trained regarding the school's physical restraint policy. The principal will arrange training to occur in the first months of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The

Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member, or when extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

SCHOOL SONG

**Come let's sing old Prouty's praises
They will never die
May she ever stand triumphant
David Prouty High
(CHORUS)
Flag we love orange
Always wave
Dear old school o'er thee;
May they sons be true and loyal
To thy memory
Hail our banner black and orange
Winning every test,
We will strive to keep her floating
Higher than the rest.
(CHORUS)
High School days will soon be over
Soon our ways must part
But we'll keep our love for Prouty
Ever in each heart**

**Lawrence Sanborn
Class of 1920**