

SCHOOL ADMINISTRATION GUIDE

“The Committees’ policy of nondiscrimination extends to students, staff, and the general public with whom it does business. The Amherst-Regional School District, The Amherst Public Schools, and the Pelham Public Schools do not discriminate on the basis of race, national origin, age, religion, gender, sexual orientation, economic status, political party, and disability in admission to, access to, employment in, or treatment by its programs and activities.”

Regional School Committee 2021- 2022

Allison McDonald	Amherst - Chair
Peter Demling	Amherst
Gene Stamell	Leverett
Benjamin Harrington	Amherst
Heather Hala Lord	Amherst
Sarahbess Kenney	Pelham
Kerry Spitzer	Amherst
Margaret Stancer	Pelham
Stephen Sullivan	Shutesbury

Central Office Staff

Michael Morris	Superintendent
Doreen Cunningham	Asst. Supt. Of Diversity/Equity/Human Resources
Jennifer Ortiz	Human Resources Administrator
Faye Brady	Director of Student Services
Jerry Champagne	Director of Information Systems
Marta Guevara	Director of Student & Family Engagement
Doug Slaughter	Director of Finance
Rupert Roy-Clark	Director of Facilities
Michael Gallo O’Connell	Director of Food Services

ARHS Administration

Talib Sadiq	Principal
Miki Gromacki	Assistant Principal
Samantha Camera	Interim Assistant Principal
Victoria Stewart	Athletic Director
Mary Custard	Dean of Students
Aaron Buford	Restorative Justice Coordinator

Amherst Regional High School
Core Values and Beliefs and Learning Expectations

CORE VALUES AND BELIEFS

High Achievement

Best Practices

Social Justice

1. The high school administration, faculty, and staff believe in promoting high achievement for all students.
 - We develop and implement a developmentally appropriate, challenging and diverse curriculum based on national and state standards;
 - We emphasize high expectations for all students in all fields of endeavor;
 - We maintain inclusive and diverse educational environments that promote success for students with diverse challenges and learning styles.
2. The high school administration, faculty and staff believe in working from research-based best practices that promote student achievement.
 - We collaborate with colleagues to regularly develop curriculum and assessment, incorporate known best practices to support effective instruction and classroom innovations, and to ensure high professional standards in our work.
 - We create effective ways of gathering and analyzing data from student performance and use it to monitor individual student progress and inform instruction within and across departments;
 - We build partnerships with academic institutions and community organizations that enrich students and staff and add value to our school system.
3. The high school administration, faculty and staff believe that an education in diversity and social justice is essential for all members of our community. We believe that these values help us to recognize our civic responsibilities and the potential we share to make a positive difference in and beyond the school.
 - We develop curricula that educate students about the historical injustices suffered by people because of their identity;
 - We create a learning environment where students can grow personally, acknowledge their identities, and express difference while nurturing acceptance and respect for self and others;
 - We provide professional development opportunities for faculty and staff in diversity training and social justice education;
 - We celebrate the diversity within our community and affirm the bond we share as human beings.

IMPORTANT SCHOOL CONTACT NUMBERS

A complete list of contact information for all ARHS employees can also be found on the school's web site: <http://arhs.arps.org>

<u>ADMINISTRATIVE OFFICES</u>	<u>TELEPHONE #'s</u>
Talib Sadiq PRINCIPAL'S OFFICE	362-1700, 1701
Miki Gromacki ASSISTANT PRINCIPAL	362-1715
Samantha Camera INTERIM ASSISTANT PRINCIPAL	362- 1714
Victoria Stewart ATHLETIC DIRECTOR	362-1746
Judi DellaMarco MASTER SCHEDULE	362-1714
Katherine Hanson ATTENDANCE AND DEANS OFFICE ASSISTANT	362-1722 362-1718
Crystal Garrity GUIDANCE OFFICE CAREER AND COLLEGE PLANNING	362-1720 362 -1720
Mary Custard DEANS OF STUDENT	362-1708
Aaron Buford RESORATIVE JUSTICE COORDINATOR	362-1515
Robbin Suprenant Mary O'Brien HEALTH OFFICE	362-1743
Erika Grundstrom REGISTRAR	362-1703
Vanessa Meikle SPECIAL EDUCATION OFFICE	362-1730

CONTACTING SCHOOL PERSONNEL

Students and parents/guardians are encouraged to talk directly with teachers and other school staff when they have questions or concerns. Parents/guardians can best reach teachers directly by telephoning the school during school hours (7:45 a.m. - 3:45 p.m.) to leave a voicemail message. Parents and guardians should expect to receive a call back within 48 hours. Please refer to the Table of Contents for High School Staff Directory, including a list of contact phone numbers and email addresses for Faculty and Staff.

The intent of the grid below is to direct parents/guardians to the faculty or staff member best able to address their particular concern.

Concern	Contact Person
Student's performance/behavior in a particular course.	Teacher

General questions about curriculum, course sequence grading system for a particular department	Department Head [See listing of department head below]
Student's overall performance	Guidance Counselor
Personal concerns affecting performance	Guidance Counselor
If you have contacted a teacher or counselor and you feel your concern has not been adequately resolved.	The Assistant Principal who supervises the particular department.
If you have spoken to an Assistant Principal and you feel your concern has not been adequately resolved.	The High School Principal
If you feel that your concern still has not been resolved adequately at the building level.	Superintendent of Schools
School Records	The Registrar

Department	Department Head
1. Art	Mr. Stauder (stauder@arps.org)
2. Engineering/Technology	Mr. Woodruff (woodruffn@arps.org)
3. English	Ms. Barber-Just (barber-justs@arps.org)
4. English Language Education	Ms. Sayer (sayera@arps.org)
5. Guidance	Ms. Zephyr (zephyrl@arps.org)
6. Library	Ms. Stocker (stockere@arps.org)
7. Mathematics	Ms. Mudie (mudiej@arps.org)
8. Performing Arts/Health & PE	Mr. Bechtold (bechtolj@arps.org)
9. Science	Mrs. Larsen (larsenk@arps.org)
10. Social Studies	Mr. Leutz (leutzs@arps.org)
11. Special Education	Ms. Bialek (bialekr@arps.org)
12. World Language	Mr. Roundy (roundyw@arps.org)

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

**SECTION I
ACADEMIC POLICIES AND REQUIREMENTS
PART 1: ATTENDANCE/TARDINESS POLICIES AND PROCEDURES**

STATEMENT OF BELIEF

ARHS is committed to ensuring the success of all students. The school's policies and procedures are designed to facilitate this success. The most basic of these concerns attendance. Success more readily comes to students who are in class, on time, every day.

Both Massachusetts General Law [Chapter 76: Section 1] and Amherst Regional Public Schools [Policy JH] require daily attendance of all students. But, in addition to law and policy, the most important reasons for daily attendance are, finally, educational.

We strongly believe that what occurs in class is central to student learning. On-line courses and independent study have their place. But, ultimately, the classroom is the centerpiece of the academic experience. The richness of the classroom environment - the exchange of ideas with peers and teachers, the opportunity to explain, defend and receive feedback on one's thinking, learning to work collaboratively with one's peers - these are all experiences that are irretrievably lost when a student is not present in class. Some academic experiences can be made up; these cannot.

The purpose of this section, then, is to provide students and families with all the information about the ARHS attendance policy necessary for them to make sound decisions.

The most basic piece of information is this: unless they have a valid excuse, students are required to attend each of their scheduled classes. As well, they are required to be on time for each class.

ROLE OF PARENTS & GUARDIANS

Massachusetts General Law [Chapter 76: Section 2] directly addresses the responsibility of parents and guardians to ensure their children's consistent attendance. As it is derived from Massachusetts General Law, we hope and expect that parents and guardians support the ARHS attendance policy and encourage their children's daily attendance.

An important way parents and guardians can support ARHS's attendance policy is to inform the school about reasons for absences and tardies. How to provide this information to the school is described in the **EXCUSED ABSENCE** section found below.

At times, the school and parents and guardians will disagree about what constitutes a legitimate excuse. The school will work to be fair and reasonable in its judgments, but, ultimately, retains the right to make these determinations.

ABSENCE LIMITS AND LOSS OF COURSE CREDIT

In each semester, per each course, students are allowed nine (9) absences without affecting their credit status. An exception is for courses which meet two or three days a week all year. Here, credit status is affected when students exceed nine (9) absences cumulatively for both semesters

Tardies to class also figure into this equation. Three (3) tardies are equal to one absence. So, for example, if a student who was absent to class seven (7) times and was also tardy to the same class six (6) times, which is equal to two absences, then the student's absence total would actually be nine (9).

If a student exceeds the **absence limit total of 9** in a semester, the student will receive a grade but no credit for the course.

ABSENCES

There are three categories of absences. Each category bears differently on the potential loss of course credit. Therefore, it is important to distinguish between each of them.

Category I Excused absences which DO NOT count towards loss of credit: Generally, these absences are beyond the control of students. As reasons, the school recognizes them as valid.

- A. School-related Absences: These absences do not require students or families to submit any supporting documentation.
 - 1. School-sponsored field trips
 - 2. School-sponsored foreign exchange programs
 - 3. Suspensions from school.
 - 4. In-school meetings with college representatives [limited to three (3) per school year]
 - The three day limit applies to both juniors and seniors.
- B. Non School-related Absences: Unlike the reasons for absences listed above, absences listed here require documentation. See specifics of how to excuse an absence in the 'Excused Absence' section below.
 - 1. Observation of religious holidays
 - 2. College visits [limited to three (3) days per school year]
 - The three day limit applies to both juniors and seniors.
 - 3. Quarantine or physician-documented long-term illness, injury or physician-authorized recurring appointments.
 - 4. Death in immediate family, family illness, or serious emergency
 - 5. Mandated court appearances

Category II Excused absences which DO count towards loss of credit: Generally, students and families retain a degree of control over these circumstances.

- A. Short-term student illness;

- B. Early dismissals
- C. Medical appointment
- D. Family vacation
- E. College visits beyond the three (3) school day limit
- F. In-school meetings with college representatives, beyond the three (3) period limit
- G. Behind the wheel driver's test

Category III Unexcused absences, all of which DO count towards loss of credit

- A. Absence not explained by same day phone call to the attendance line or a note written by a parent or guardian and submitted to the main office within two school days of returning.
- B. Missed school bus
- C. Traffic or car trouble
- D. Student oversleeps
- E. If a student is driven to school by a parent/guardian, sibling, or friend and that ride is late or did not show up

All Category II and III absences will count toward the absence limit.

Therefore, families and students need to be mindful of the accumulating total of absences in each of a student's classes.

The school will mail home absence total reminders when students accumulate 6 and 9 absences in any of their classes.

For students who have regularly scheduled appointments with health care professionals, parents should request that these appointments be scheduled outside of school hours.

EXCUSED ABSENCES (Not Tardies or Dismissals)

Below are the procedures by which absences are considered 'excused'.

1. When they return from an absence, students are required to bring a note, signed by a parent or guardian, that informs the school that the student was absent with the parent/guardian's knowledge. Students, after their return to school, have 48 hours to submit a note. For example, a student who was absent on Monday and returns to school on Tuesday has until the close of school on Wednesday to submit a note.
2. To excuse an absence, parents and guardians also have the option to call the main office **on the day of the absence**. Next day phone calls will **not** be accepted.
3. If a same day call is made to excuse an absence, the student does **not** have to bring a note when he or she returns to school.
4. The number to call to excuse an absence is: **362-1718**.
5. If a note is returned within 48 hours, or a call is made the same day, the absence is considered 'excused' and the student will have an opportunity to make up for credit all work missed during the absence.

UNEXCUSED ABSENCES

1. If a student fails to produce an excuse note signed by a parent or guardian within 48 hours or, if a same day phone call is not received, the student's absence from school will be considered 'unexcused'.
2. If a student is absent from first period class, parent or guardians will be notified via email and a computer-generated phone call. If an absence note is received within 48 hours, the absence will be re-categorized as 'excused.' If an absence note is not received within 48 hours, the student is subject to a disciplinary consequence.
3. Notes submitted after 48 hours must first be approved by the dean of students. Approval will be granted only under extreme circumstances.

OTHER ABSENCE-RELATED ISSUES

1. If a student is absent from school because of an extended illness or surgery, a doctor's note at the time of diagnosis must be sent to the office. If the student is absent from school for more than 14 consecutive days for medical reasons, the student is eligible for home/hospital tutoring services.
2. Even for non-medical reasons, if a student is absent for an extended period of time, parents and guardians should notify the student's guidance counselor.
3. If a student misses 20 minutes of a class period, the student will be considered absent for the entire period.
4. Students who are 18 years old may write absence notes for themselves only if they are emancipated and living on their own. Only the courts can designate a student as emancipated.

EARLY DISMISSALS FROM SCHOOL

The purpose of an early dismissal is to allow a student to schedule a critical appointment that cannot be scheduled after school. An example of a critical appointment is a court summons. Dismissals should not be requested on a regular basis.

1. Students may be dismissed from school and receive an "excused" absence only if the student brings a note from a parent/guardian to the main office stating the date and time of the dismissal prior to leaving the building. **Photos of signed dismissal notes** may also be submitted via email to "arhsoffice@arps.org" by the parent/guardian. Notes from student email addresses will not be accepted.
2. Students who are dismissed from school and miss 20 minutes of a class period will be considered absent for the entire period.
3. Upon returning to school from a dismissal, a student must check in to the main office and receive a pass to class.
4. If an in-season student-athlete receives an early dismissal, he or she must present a note from a parent or guardian to the athletic director to be eligible for participation on that day. Student athletes who leave school grounds without permission will be ineligible to compete or practice on that day. The same is true for those participating in Performing Arts rehearsals and performances. These students must present a note to the Performing Arts department head.
5. Students who leave school without following this dismissal process will be considered as having cut school. They will be assigned disciplinary consequences for an unexcused absence and not receive credit for missed work.

EARLY DISMISSAL DUE TO ILLNESS

1. Students who become ill in school must report to the Health Room.

2. If a student becomes ill during class, he or she must inform the teacher. The teacher will write the student a pass to the Health Room.
3. The school nurse will assess the student and attempt to contact the parent or guardian before making a judgment about whether or not the student is to be released from school.
4. Only with clearance from the nurse, and after proper arrangements have been made with a parent or guardian, will a student be permitted to leave school.
5. Students who leave school without following this dismissal process will be considered as having cut school. They will be assigned disciplinary consequences for an unexcused absence and not receive credit for missed work.

ATTENDANCE MEETING

When, in any given course, a student exceeds the **absence limit total of 9 days** per semester he/she will be placed on non-credit status. This means that the student will receive a grade for the course but no credit.

Once a student is placed on non-credit status, he or she must schedule an attendance meeting.

The school assumes that exceeding the absence limit is an opportunity disguised as a problem. The meeting provides an opportunity for the school and family to collaborate on a plan to improve the student's attendance pattern. If there is no evidence of extenuating circumstances, the prospect of losing credit is a real one. However, the goal of the meeting is to ensure consistent attendance by resolving the issues that prevent it.

An attendance meeting has three possible outcomes:

- The permanent loss of credit;
- The restoration of credit; or
- The loss of credit with conditions to meet before credit is restored.

How to arrange for a meeting and the specifics of the process are described below.

- The school will notify families by letter when a student exceeds the absence limit in any particular course. This notification will not wait until the end of the semester, but, instead, will come as soon as the student has exceeded the absence limit. This letter will direct parents and guardians to call 362-1722, the office of the Deans of Students to make an appointment for a meeting.
- A meeting cannot be held with parents or guardians alone. Students **must** attend the attendance meeting. If a student is unable to attend, the meeting will be rescheduled. As well, the school will invite the student's guidance counselor to attend. For students with IEPs, the school will also invite their liaisons.
- At the meeting, students and parents/guardians must be prepared to present documentation and describe circumstances that the school may not be aware of that they believe explains the attendance pattern. Assertions without documentation will not be looked upon favorably.

The school principal, or his designee, will preside and make all final decisions. These decisions are not subject to appeal. **PLEASE READ THIS PARAGRAPH TWICE:** Students and families need to understand that if, after the meeting, the principal, or his designee, decides the evidence does not support

the restoration of credit, the student is **NOT** guaranteed the opportunity in the subsequent semester to make up the course. A number of considerations may preclude this: the course may not be offered; the course may be offered only at a time in the day that conflicts with another course in the student's schedule; and, lastly and, most likely, there may not be empty seats in particular course. If a course is fully enrolled, the enrollment ceiling will not be raised to accommodate students who need to re-take the course.

TARDY TO SCHOOL

Students are tardy to school if they are not in their first period classroom when the bell rings at 9:00 am.

All notes need to specify the reasons for tardiness. Excuse notes will be accepted in the following cases:

- a. A medical appointment—the student can bring a note from a parent/guardian identifying the time and date the student was seen, or a doctor's note.
- b. A court appearance—the student must bring a note from parent/guardian identifying the time and date of the appearance.
- c. In the case of other **urgent or extenuating circumstances**, the Dean of Students, Ms. Custard, is authorized to engage students and families in a conversation to better understand the circumstances and make a final decision about whether consequences will be waived.
- d. Here are a few examples to help clarify what circumstances would be considered '**urgent or extenuating**': traffic jams or the alarm clocks not going off would not; trips to the hospital or child care arrangements falling through would.

For each semester, after a student accumulates five tardies to school, a meeting will be scheduled with either a dean or an administrator. The format of the meeting will parallel the 'Attendance Meeting' process which is described on the previous page. The purpose of the meeting is to assist students in developing strategies that interrupt their pattern of tardiness and help them get to school on time. As an incentive, students will be reminded that tardiness increases the likelihood that they will lose credit for their A period class.

If a student is late to school after 9:20 am, she/he should report to the main office before going to class. Students will be issued a hall pass.

Unlike an absence, tardies **cannot** be excused by a phone call to the main office or the absence line.

TARDY TO CLASS

Students are tardy to class when they are not inside their assigned classroom before the late bell rings. Every time a student is tardy to class, teachers will record it in the computer. In each semester, on the fifth tardy to any class, the Dean of Students office will schedule a meeting with the student and his or her guidance counselor to address the pattern of tardiness. This meeting will follow a format similar to the one described in the Tardy to School section on page 8.

ATTENDANCE EXPECTATIONS

When a student who is 16 years or older has exceeded the absence limit and cannot earn credit, an administrative withdrawal may be in his or her best interests. This is a potential option the student and his or her family may want to explore with the school. The student and his/her parent/guardian will be encouraged to re-enroll the student for the following semester with a supportive plan developed with the student's guidance counselor and the Assistant Principal for Student Support Services.

FIELD TRIPS, ATHLETICS AND CO-CURRICULAR ACTIVITIES

Students who arrive at school after 9:20 am or are dismissed during the day are not eligible to participate in school-sponsored activities on that day unless their notes are approved by the athletic director or the moderator of the activity. This includes practice and games for student athletes, performers in dramatic and musical activities and all participation in club activities.

Important Reminder: While they are on suspension, students are not eligible to participate in any school-sponsored activities. This includes practice and games for student athletes, performers in dramatic and musical activities and all participation in club activities.

PART 2: GRADES, AND EXAMS

ACADEMIC HONESTY

Academic honesty and integrity are important to our school community. The values of honesty and integrity are the cornerstones of academic success and life-long learning habits. To this end, students have the responsibility to acknowledge the work of others, and to take credit only for work that is solely their own. Using the words or ideas of others without giving them credit (plagiarism), cheating on tests or attempting to cheat, not crediting the work of each participant in a group project, copying assignments, or sharing work in any way not directly permitted by the teacher are forms of academic dishonesty. Giving or receiving help on tests or projects unless specifically permitted by the teacher are also forms of cheating. Plagiarism, cheating, attempts at cheating and falsification of materials (including written, audio-visual, Internet and other computer technologies) will meet with consequences, which are itemized below.

1st offense: Zero/no credit for assignment, parent/guardian - teacher communication, loss of eligibility for honor roll for the semester in which the infraction occurred, and if applicable, loss of membership in the National Honor Society or loss of eligibility to apply for the remainder of the school year

Subsequent offenses: Zero/no credit for assignment, parent/guardian - administrator conference, loss of eligibility for honor roll or National Honor Society for the remainder of the school year; notification of all colleges to which the student applies.

Special Note: To provide students with an incentive to make the right decisions in this domain, please note the following: once a teacher declares that an assessment has begun, any student that has an unauthorized electronic device out, visible or in his or her hands will receive a zero on that assessment.

Theft of academic materials, inclusive of, but not limited to, teacher's editions of textbooks, teacher notes, any assessments (e.g., quizzes, tests, labs, etc.), that provide students with an academic advantage over other students will also be treated as an academic honesty violation.

Also, the use of electronic devices to copy academic materials will be considered both a theft and an academic honesty violation and both sets of consequences will apply.

PHYSICAL EDUCATION MAKE-UP WORK

Students are required to make-up all excused absences in physical education. Unexcused absences cannot be made up. In addition to regular make-up sessions arranged individually with the specific teacher after school (2:20-3:10), physical education classes may be made up after school during a one-week period prior to the close of each marking period. Dates and times will be announced in advance of each make-up week. Questions should be referred to Mr. Ken Jacque (Department Head).

FINAL EXAMINATIONS

All courses of study will include some type of cumulative experience designed to evaluate student achievement. Exam periods will be scheduled at the end of each term. Exams (or culminating activities) will be included in each semester grade for each course. The weight of such grades will be determined by each department within a range of ten to twenty percent of the semester grade. The weight of exam grades will be consistent within each course (e.g. the same weight will be used for all Chemistry classes, for all Algebra classes, etc.).

- All exams are to be taken during the regularly scheduled exam period for the course. Students are not permitted to take exams before when their class is scheduled to take them. There are no exceptions.
- Students who have an unexcused absence will receive a 0 for missed exams. A student who misses an exam because of an excused absence will receive an INC on his/her report card.
- Final exams missed because of an absence must be completed during the first two weeks of the new semester. Students who do not complete final exams during this time will receive a 0 for the final exam grade.
- Exams in June, for students whose absences are excused, will be administered during the summer. They will be supervised by a teacher, counselor or administrator by appointment. Students must take their exam before the end of the second week of the new school year. If they do not, their grade will become a 0 for the final exam.

ARHS Senior Exam Exemption

The senior exam exemption is designed to encourage students to stay academically focused during their last semester at ARHS. Students who meet the criteria below will be exempted from taking final exams during the spring semester. The exemption **does not pertain to final projects, papers or other assessments**. The eligibility criteria for senior exam exemption will also be modified in accordance with any specific IEP or 504 stipulations.

To be exempt from final exams, ALL of the following must apply:

1. The student must have an average of B minus (or higher) for second semester in the designated class as of **Friday, May 20, 2022**.
2. The student must not accrue more than six (6) absences in the designated class between **Monday, February 28** and **Friday, May 20, 2022**.

- Absences that DO NOT count towards this total are absences that come at the request of the school. These are limited to: participation in AP exams, MCAS testing, court appointments, the first three college visits, school-sponsored foreign exchange trips, school-sponsored field trips, and participation in school-sponsored athletic events.
- All other absences count towards the limit of 6. If more than 6 days are missed—regardless of the reason—the student will not be eligible for the exemption.

3. The student must have NO unexcused absences between **Monday, February 28** and **Friday, May 20, 2022**. An unexcused absence in **one** class will disqualify the student from the exam exemption in **all** classes.

- For an absence to be considered excused, a parent or guardian must call the school (362-1718) *on the same day as the absence* or submit a note to the main office *within 48 hours of the student's return to school*.
- Late notes or phone calls will **not** be accepted. Please do not expect a note submitted in May to excuse absences in March or April. There are no exceptions to this rule.

4. The student must not accrue more than four (4) tardies in the designated class between **Monday, February 28** and **Friday, May 20, 2022**.

Please note:

- To avoid any last-minute surprises, students are encouraged to use the PowerSchool portal to monitor their attendance throughout the semester.
- Exam exemption is optional for seniors. If a student meets the above criteria for eligibility, he or she is still allowed to take the final exam if it is advantageous to do so.
- The grade calculated on Friday, May 15 is **NOT** a final grade. It simply determines eligibility for this exemption. A student's grade may drop below a B minus after this date.
- **Disciplinary infractions** may affect a student's eligibility for this exemption.
- Seniors are required to attend **all** classes through **Friday, May 27, 2022**.

SCHOOL TO HOME COMMUNICATION

1. **Report Cards:** Grades will be reported two (2) times a year, with two formal report cards issued at the end of each semester. When the final report card of the year is issued, it will include a final grade as an average for all work completed in a course. A final semester grade will also be given at the conclusion of each semester. Only the final report card of the year will be mailed home. Reports cards for first semester will be hand carried by students.
2. **Progress Reports:** At the mid-point of the semester, students receive a progress report. This will include the student's grade at that moment. Comments are required only if a student has below a C average. Progress reports will be hand carried home by students.
3. **Interim Communications:** Beyond report cards and progress reports, circumstances may necessitate additional communication with parents and guardians. Specifically, faculty are obliged to initiate communication when there are significant changes in a student's behavior or academic performance. These communications would be sent via email and be copied to the student's guidance counselor and/or special education liaison. However, as a matter of course, faculty will not notify families about missing assignments or attendance. This information is readily available via the 'Parent Portal.'

UNIFORM GRADE POLICY

Conversion to letter grade from numerical grade entry:			Conversion to numerical grade from a letter grade entry:		
A+	96.5 – 100	C+	76.5 – 79.49	A+	98
A	92.5 – 96.49	C	72.5 – 76.49	A	94.5
A -	89.5 – 92.49	C-	69.5 – 72.49	A-	91
B+	86.5 – 89.49	D+	66.5 – 69.49	B+	88
B	82.5 – 86.49	D	62.5 – 66.49	B	84.5
B-	79.5 – 82.49	D-	59.5 – 62.49	B-	81
		F	59.49 and below		
				F	61

Performance Achievement Level

A = Superior
B = Good
C = Fair
D = Passing
F = Failing

INC = Work Incomplete
DRP = Drop Passing
DRF = Drop Failing
WDP = Withdrawn Passing
WDF = Withdrawn Failing

EXC = Excused
IP = In progress
P = Passing
AUD = Audit
U = Unsatisfactory

Course Designations

CP: College Prep
HON or H: honors courses

AP: Advanced Placement
ALPs: Alternative Learning Programs

INCOMPLETES (INC)

In case of illness or other excused absences, students may be given a grade of Incomplete. Any other reason for giving an Incomplete must be approved by the Assistant Principal. A grade of Incomplete will not be given to students who cut class, or fail to make-up work. Students have two weeks from the end of the term to hand in missing work. If work is not submitted, the “incomplete” assignment grades will be changed to a failing grade (F) and the final grade will be calculated.

Students will be notified by teachers individually no later than the day that grades are submitted if the student has received an Incomplete. Incompletes may also be used by a teacher when a student has demonstrated the ability to complete a course, has made a good faith effort to do so, and needs additional time.

IN PROGRESS GRADES

An In Progress (IP) grade is used when a student cannot complete a course by the end of the semester because of a major illness or other serious obstacle. An agreement is made between the student, parent and teacher with the approval of the assistant principal to extend the time allowed to complete work. A specific date for completion must be identified.

Incomplete and In Progress grades will not be granted to seniors during the second semester since final credit checks and grade point averages must be completed before the graduation ceremony.

PASS/FAIL GRADES

In some situations, it may be appropriate for a student to take a course with the grade of Pass (P) or Fail (F). A student who will need significant modifications to take a particular class may be eligible to use the Pass/Fail option. For example, a student who has been ill for an extended period may request to complete a class Pass/Fail. A student attempting a difficult honors class for the first time may request a grade of Pass/Fail. A student learning English while in high school may request Pass/Fail for particular courses. A student with significant learning differences may request a grade of Pass/Fail. Also, all students doing community service projects for credit--for example teacher's aide, office aides and peer tutors---will receive a Pass/Fail grade.

To request the use of a Pass/Fail grade a student or parent should discuss the issue with a counselor. If the request is appropriate the counselor will contact the teacher for input and the assistant principal for approval. This process should be completed by the end of the drop add period at the beginning of the course or sooner.

HONOR ROLL

The high school Honor Roll will be published at the end of each semester. Only semester grades will be used to determine eligibility for the Honor Roll. Every student whose report card includes at least three graded classes with no grade lower than B-, no "Unsatisfactory" and no "Incomplete" will be included on the Honor Roll. Grades in all classes including ALPs, Physical Education, university and college courses, and Directed Study will be used to determine Honor Roll eligibility. Students taking ungraded courses or ALPs must receive a pass in those classes. Students who receive incomplete grades will not be eligible for the Honor Roll unless the incomplete is completed within two weeks of the end of the semester and a grade is submitted to the registrar. Courses dropped must be dropped with a passing grade (DRP).

GRADE POINT AVERAGE [GPA]

GPA is calculated for each student at the end of each semester. All academic subjects completed in grades 9-12 at Amherst Regional High School are included: The exceptions are listed below:

- Physical Education classes
- ALPs which do not have a written curriculum or are not graded by an ARHS teacher
- Courses taken outside of ARHS (including college classes)
- Courses designed to provide academic support

Rank in class is not calculated or reported for ARHS students except to determine the valedictorian and salutatorian. Class ranks are also provided to students who are applying for merit scholarships. Students must have completed two full school years and 44 credits counted in GPA to be considered for valedictorian.

PART 3: GRADUATION REQUIREMENTS AND PROCEDURES

PARTICIPATION IN CEREMONY

In order to participate in the graduation ceremony, students must have satisfied all graduation requirements by the last day of classes for seniors. All work must be turned in before that date.

REQUIREMENTS FOR GRADUATION

Each year, a student must take a minimum of five full-year (4 credit) subjects, or the equivalent. The equivalent of a four credit subject may be two semester subjects, an ALPs program, or a no-credit audit as

long as the student is in daily attendance in the course. This is a minimum course load of 22 credits. To receive a diploma from Amherst Regional High School, a student must have earned a total of 84 credits, with the following distribution specified:

English/4 years	16 credits (9th and 10th grade English and 4 additional credits of literature are required.) Students must be enrolled in an English course each semester, even if they have already earned 16 credits
Physical Education/ Health	4 credits. There are 2 required courses, each for 2 credits: <ul style="list-style-type: none"> • Physical Education 10 - Adventure Challenge • Health Education 9
Social Sciences	12 credits (four of which must meet the US History requirement)
Mathematics	8 credits
Science	8 credits in laboratory science

NOTE: Only credits earned during grades 9-12 count toward graduation

Most two-semester courses in grades 9-12 earn 4 credits. Most one semester courses in grades 9-12 earn 2 credits.

Work Study	Variable, depending on number of school hours worked
Alternate Learning Programs (ALPs)	Variable, as approved on contract

Partial credits for courses not completed are awarded only if the student is graduating at mid-year.

CREDIT OR PARTIAL CREDIT

As a general policy, partial credit will not be given for courses that have not been completed. Exceptions to this policy have been allowed for students graduating early. If a student wishes to receive less than full credit for a course and desires to petition for an exception to this policy, the following conditions need to be satisfied.

- Decisions of this nature need to be resolved in advance. If a student and teacher wish to contract for less work than might be required for full course credit, the option is available under ALPs. Enrollment in a course assumes that the student will complete all requirements for that course.
- Partial credit petitions will be accepted only from students desiring to graduate early or leaving our school. Students in residence will be expected to complete all course requirements.
- “Ex post facto” decisions on course credits will not be approved. Issues regarding partial credit must be approved by the Assistant Principal.

EARLY GRADUATION REQUIREMENTS

Each student needs to think carefully about early graduation. Considering the rich and varied course offerings, most students can find interest and challenge in our curriculum for four years.

It is important to note that most competitive colleges and universities do not view early graduation as a plus in the admissions review, unless the student has exhausted the high school curriculum (e.g. completed the lab science sequence through physics, math through calculus, language through advanced

II, etc.) Most colleges and universities put more weight on the quality of a student's academic program than on other factors in the admissions process.

Process

The process outlined below must be followed during your junior year if you want to be considered for early graduation during your senior year. The school will not support a request for early graduation from a student who has not followed this process.

To be considered for an early graduation plan, a student must:

1. Meet with parent/guardian and counselor to review graduation status, college/career and future plans.
2. Discuss with parent/guardian and agree that an early graduation is a reasonable option to consider.
3. Independently investigate college/career interests and the implications of early graduation.
4. Write a letter to the head of Guidance Department
 - Describe your reasons for requesting early graduation.
 - Explain how you will use the time between the completion of high school classes and the June graduation ceremony. Include evidence that arrangements for this time have already been made, or are well-developed.
 - Describe your future plans and the implications of early graduation.
 - A parent/guardian must co-sign letter.
5. Meet with head of Guidance Department and a parent/guardian to discuss plan.

If the plan is approved you will need to meet with your counselor to adjust your course requests by June and then make sure in August that your schedule is accurate.

You will also need to remember to discuss your plan for early graduation with a college counselor in your junior year college-counseling meeting.

REDUCED DAY

Students who cannot complete a full day of school may request to have a "Reduced Day" to attend school for less than six periods a day. This program is appropriate for student completing their fifth year of high school, students who are living independently and need to work (see also work study), students with documented health issues, and students who have experienced difficulty in school and need to complete school at a slower pace. To request a Reduced Day a student and parent/guardian need to meet with a counselor and discuss the issue and develop an appropriate academic plan. A written request explaining the circumstances and the specific plan should be submitted to the guidance department head for approval.

CHANGE OF STUDENT PROGRAMS

Families should choose courses carefully during the registration period. Students will receive their course schedule for both semesters in August. They will also receive a Course Change Request form at that time. Students and families will be asked to carefully review their course schedule for and use the Course Change Request form if there is a need for any change. Course Change Request forms should be returned to the student's guidance counselor as early as possible.

For this school year, the end of the Add/Drop period is Friday, Sep. 3, 2021. This applies to requests for both semesters. There will not be an Add/Drop period in the second semester.

Priority will be given to:

- Students missing major academics
- A placement error (for example, Spanish 1 versus Spanish 2)
- Students with unbalanced schedules (fewer than 3 academics in one term)
- Students who have failed courses and/or completed summer school
- Students with two directed studies in one term
- Requests that will be considered but cannot be guaranteed:
- Students who did not get their first choice electives (including English and Social Studies electives)
- Schedule changes will **not** be made for the following reasons:
 - Students seeking a specific teacher, period, or term for particular class
 - Students seeking revision to an already balanced schedule
 - After the designated first semester Add/Drop period, only teacher-initiated, course-level changes will be honored.

SENIOR SCHEDULE CHANGES

Seniors should make sure that their schedules for both semesters are accurate when they are received in late August. Any errors or other special requests for changes should be made before the end of the Add/Drop period at the beginning of the school year.

Once transcripts have been mailed to colleges, no change that reduces the academic rigor of a student's schedule (e.g. dropping academic courses, moving from honors to college preparatory classes) will be approved.

No record of the course change will appear on the student's permanent record if the course is officially dropped during the official Drop/Add period.

CHANGING LEVELS

When a student moves between an honors or AP course and a college prep course, an adjustment will be made to ensure that the final grade reflects the student's achievement at the level of the course that will appear on the transcript. This applies to changes made after the end of the drop/add period at the beginning of a course and before the last three weeks at the end of the course. The sending teacher will calculate a grade-to-date and indicate what material has been completed and provide this to the receiving teacher and the department head. The receiving teacher will use this to help determine the student's grade. Greater weight will be given to the work done in the receiving teacher's course since this course will appear on the transcript, assuming the student completes the course. No record of the sending teacher's grade will be indicated on the transcript assuming the student completes the course. Any concerns should be brought first to the receiving teacher and then to the department head.

Please note: changes between levels cannot always be accommodated and are only approved on a space available basis. No changes can be made during the final three weeks of a semester.

TRANSFER PROCEDURES

If a student is planning to transfer from Amherst Regional High School to another school, the following procedures must be followed:

- A counselor must be consulted first
- A transfer or withdrawal form must be obtained from the Registrar
- Any academic work not completed must be brought up to date prior to the move
- Teachers must verify in writing that all work has been completed
- All school and library books must be returned
- The locker must be emptied
- All bills must be paid before transcripts are sent to another school

NOTE: Parents/guardians of students transferring should sign a Student Record Release Form which gives the Registrar permission to send copies of those materials that have been indicated, e.g. transcript of grades/attendance, health records, test information, verification of birth date, etc.

FULL-TIME ENROLLMENT

A student in Amherst Regional High School must be enrolled in a minimum of three Blocks each semester and 24 credits for the year.

For juniors and seniors, examples of possible activities, in addition to regularly scheduled courses, might include the following:

- ALP activity
- Course work at one of the Five Colleges or an approved correspondence course
- Working as an aide for a department in the school
- Work study programs

Any activity must be approved in advance by the head of the guidance department. Students wishing a reduced course load must present a written request from their parents/guardians in advance to the Assistant Principal. This request should be developed in consultation with the student's guidance counselor.

Students should note that under MIAA eligibility requirement students with a reduced course load may not be eligible to participate in the interscholastic sports program.

RE-ENROLLMENT OF STUDENTS 18 YEARS OF AGE OR OLDER

Regular education students 18 years of age or older must have the permission of the principal to enroll or re-enroll.

PART 4: ALTERNATIVE ACADEMIC EXPERIENCES

ALTERNATIVE LEARNING PROGRAM (ALPs)

The Alternative Learning Program (ALP) allows students to earn high school credits for experiences that make sense for their own intellectual development. The alternative learning program should supplement the standard high school curriculum and is designed to replace other electives in the student's schedule. In order to be approved for an ALP, students must demonstrate readiness for independent work (most often juniors and seniors) and develop a plan of study that is not available to them in the regular ARHS high school curriculum. For example, students may choose to develop a course of study utilizing the knowledge and expertise of members of the community, take a course at one of the Five Colleges, complete a comprehensive community service project or work with a faculty advisor or mentor to complete independent research or a project in an area of study to facilitate deeper learning than can be accomplished through the regular ARHS curriculum.

Under the Alternative Learning Program, there are five categories in which students can design an ALP for high school credit:

ALP Category	Type of Grade Assigned	Credits	Included in GPA
ALP: College Course	Letter Grade	2	NO
ALP: On-Line/Extension Course	Letter Grade	2	NO
ALP: Community Service	PASS/FAIL	1	NO
ALP: ARHS Service	PASS/FAIL	1	NO
ALP: Independent Study	PASS/FAIL	1	NO

To assist students in working out a viable learning contract, the following procedures have been established:

1. Students may obtain an ALP form from their guidance counselor.
2. The ALP contract must be fully completed, signed, and **submitted five school days before the start of the semester in which the ALP is being completed** (or by the end of the Add/Drop period for the first semester only).
3. Students should have alternate courses in their schedules in the event an ALPS is not approved. Once the ALP is approved, the alternate course will be dropped from the student's schedule.
4. Students enrolling in a college or other course of study outside of ARHS must receive prior approval through the ALP application in order to receive ARHS credit for the course.
5. Students earn 1 credit for a service-based ALP and 2 credits for a college course, extension course, or independent study.
6. Grades are pass/fail except for college courses, on-line courses, and extension courses which will receive a grade. The grade will not be calculated in the GPA.
7. A student who wishes to design more than one ALP in a semester must have special permission from the assistant principal supervising ALP contracts. The administration reserves the right to limit the total number of ALP credits and the type of ALP credit earned toward an ARHS diploma.

When a student is designing an ALP contract, s/he should fill out the application cover sheet completely and attach a program description. Students should be sure that they clearly understand what is expected by the faculty advisor. They should make certain that the criteria for evaluation are clearly outlined and understood by all parties. No ALP application will be approved unless the entire application has been

completed and signed. Any changes or modifications in the ALP activity must be approved by the assistant principal supervising ALP contracts.

OCCUPATIONAL/VOCATIONAL PROGRAM (WORK STUDY)

The Work Study Program consists of three main components: for the academic component, a student is required to take four major subjects. They must also fulfill the physical education and Health requirement, as appropriate. The work component requires the student to work at a job each week for at least eight hours during school time. In addition to these two components, the student has on-going contact with the work-study counselor in the form of regularly scheduled individual conferences and written reports. This counseling component ensures that the work situation and the academic schedule are meeting the needs of the student, that the student is fulfilling his/her work and academic responsibilities, and that the student is considering his/her future beyond high school. Refer to the Program of Studies for the requirements of the Work Study Program.

COLLEGE COURSES

Numerous students are able to take courses at the local colleges and the University as long as those courses are not equivalent to courses offered at Amherst Regional High School and do not conflict with high school responsibilities. With the approval of the Assistant Principal and of officials at the college or university, students may be allowed to enroll in courses at these institutions prior to graduation from high school. Such enrollment will be approved by the school if parents agree to provide appropriate transportation and assume the responsibilities for the expenses associated with the enrollment.

Credits earned on the college level can be used to satisfy high school graduation requirements if arrangements are made in advance with the Assistant Principal. However, no more than two credits per semester are awarded for each course taken at one of the colleges. Those courses are not computed in a student's grade point average. Students can obtain an application for college courses only after first meeting with their guidance counselor.

Expectations:

- Students are expected to be enrolled high school students. They are required to take minimum of three classes in the high school each **semester**
- Students should look for classes that meet in the afternoon and block out appropriate time slots for the term.
- Students will not be allowed to miss part of any of their regularly scheduled high school course to attend university courses.
- Students must meet all of the graduation requirements in their regular high school program.
- University courses should supplement a high school program. You may not take courses that are the same as courses offered in the high school.
- Grades from college courses are not included in your ARHS GPA calculations.
- Students are assigned to a directed study for those periods of time when colleges are not in session and ARHS is. During these times, students must attend the directed study.

Responsibilities:

Students are responsible for completing an application for permission from the high school and then registering for and paying for courses and materials at the college. The privilege of taking college courses indicates that you are mature enough to take on these responsibilities. You will need to meet with your counselor to work out an academic program and schedule and complete ALPs forms to receive credit. You are also responsible for transportation.

Counselors will assist students in designing an academic program which makes sense for the student and meets the school's expectations.

The school will approve applications for students for whom college work is appropriate, and work with students, colleges and universities to identify ways for students to take college classes at reduced costs.

Each college and university has its own procedures, policies and costs. It is the student's responsibility to learn and understand these. The colleges and universities do not guarantee that space will be available in the courses you desire. You will need to be flexible and work with them to find the best course(s) for you.

To Apply:

Amherst College offers a limited number of spaces free of charge. UMASS and the area community colleges charge tuition and fees, though family members of employees of the state college and university system get some costs waived. We have a unique relationship with Greenfield Community College for students who need to complete high school in a different setting. Guidance counselors can provide more information about these opportunities.

STUDENT RECORDS

Any student who has reached his/her fourteenth birthday or entered the ninth grade may see his/her student records. The principal or designee must let a student see his/her record within two days of the request. Copies of records will be provided for a reasonable fee. Students of any age have the right to receive a copy of their transcripts.

After graduation, the school is required to keep student records for five years. After three years, students may request the original records.

WITHDRAWAL AND RE-ENROLLMENT PROCEDURES FOR FAMILIES ON SABBATICAL LEAVE

When a family has finalized its plans for sabbatical leave, the schools ask that the parent(s) or guardians(s) of students notify the guidance counselor and the registrar.

Several weeks prior to departure, parents should request transfer forms, clearance cards, and information release forms. These forms must be completed, signed by parent(s) or guardian(s) and returned to the Registrar before the student's last day of attendance.

An explanation of these procedures is available in the registrar's office, and the Program of Studies.

AUDITING CLASSES

The purpose of auditing a class is to learn about a content area of interest without receiving a grade or credit for the course. A student may do this to experience a more challenging curriculum or a new content area without the pressure of a grade. The teacher, counselor and Assistant Principal must approve an audit before the end of the drop/add period.

Criteria For Auditing

- the course must be additional to a student's 4 major academic classes
- the student must have 3 major academic classes in the semester that he/she wants to audit a course, not including the course being audited
- the student must have a good attendance record

- the student needs permission of the teacher, counselor and Assistant Principal
- the student requesting an audit should not take a seat from another student requesting the course

Student Guidelines

- must maintain excellent attendance
- must do reading and other homework necessary for participation in class work
- must participate in class activities
- will not take tests or be evaluated on other work
- will not receive credit
- fulfill any additional expectations outlined by the teacher

Note: A student who fails to meet the expectations of an audit will receive a grade of U (Unsatisfactory)

SECTION II CODE OF CONDUCT

PHILOSOPHY

Every student has the right to an education free of physical and psychological disruption. There are several dimensions to ARHS's work to make this a reality for all students: Using Restorative Justice practices, Massachusetts General Law, Chapter 222 and equity advancement.

Two big ideas inform ARHS's work to make this right a reality for all students.

Restorative Justice (RJ) has been created as a means to uphold the Amherst Regional School District and Amherst Regional High School's commitment to diversity, equity and community through restorative justice education by challenging traditional approaches to discipline. The central idea of RJ is to work proactively to develop relationships that build communities grounded in mutual respect. When those relationships are fractured, restorative practices (RP) rely on the strength of communication to repair those relationships. An essential part of RP are conferences where all involved parties work together to repair harm.

'Chapter 222', the law, recently passed by the Massachusetts legislature, discourages an over-reliance on suspension as a response to students' inappropriate behavior and, instead, encourages schools to develop responses that limit the amount of time students are out of class. Suspension remains an option, but only as a last resort in cases of extreme behaviors that significantly disrupt the learning environment or threaten the well-being of the school community.

As an alternative, and, often times a complement to suspensions or other consequences, ARHS has developed a range of interventions designed to enable students to reflect on their behavior and develop more productive choices for the future. This work is a coordinated effort, shared by the guidance department and the Dean of Students. Interventions are a broader, more comprehensive response, ones that could include the assigning of consequences, but are not limited to it. Again, the intent here is to achieve a better balance between holding students accountable for their behavior and supporting them to find ways to make better decisions in the future.

Lastly, equity advancement refers to ARHS's on-going work to ensure that both school-wide and classroom climates are safe and inclusive. The foundation of this work is the acknowledgment that bias can privilege some individuals and groups over others. Advancing social justice allows ARHS to create a learning environment that welcomes and supports all members of the school community.

THE RIGHT TO DUE PROCESS

In any disciplinary situation, a student should expect the following procedural protections:

- to be informed of the allegations against him or her
- to be given the opportunity to present his or her version of the incident
- to be given the opportunity to confirm or deny the allegations
- to be informed of the evidence/rationale for any disciplinary consequences.

In situations involving infractions which may result in the imposition of suspension from school, a student should expect the following additional procedures:

- An attempt to notify parent/guardians within the first hour of the incident investigation;
- An offer to have a school-based adult of the student's choosing present during the investigation
- Formal, written notification of parent/guardian regarding any disciplinary consequences
- The right to appeal suspensions to the building principal and/or the Superintendent of Schools

In situations involving infractions which may result in the imposition of long-term suspension from school for more than ten days or expulsion, a student should expect the following additional procedures:

- written notification of allegations sent to student and parent/guardian
- adequate time to prepare for a hearing, including presenting evidence and witnesses on his or her behalf and securing the assistance of counsel
- see District section of handbook for procedures for students with Individualized Education Plans or 504 Plans
- the right to appeal disciplinary decisions to the Superintendent of Schools

STUDENT LOCKERS

Lockers are the property of the Amherst Regional High School. School officials need only reasonable suspicion to initiate a search of a locker. When searching a locker, the student who has been assigned the locker may be given the opportunity to be present. Contraband found in the course of a search of a student's locker will be confiscated and turned over to the Amherst Police Department. Disposition of contraband is the responsibility of the police.

STUDENT EXPRESSION

Students may exercise their freedom of expression in mature and responsible ways, as long as they do not cause a material disruption of the school. The right to free expression does not include obscene or libelous material or fighting words. Student-produced material and material that is not produced by students, but is intended to be distributed, published or broadcast within the school or on school grounds must first be submitted to the principal for approval. Only after the in-school distribution of material that is libelous, obscene or causes material disruption, may the school discipline a student. Students planning to assemble during non-school time are advised to consult with the principal for an appropriate time and space. Students do not have a right to assemble while classes are in session, or while the students are supposed to be attending class.

All displays, bulletin boards, leaflets, and notices for the Morning Announcements must be approved by the club advisor, a teacher or a school administrator. Notices for the Morning Announcements should be submitted to the Main Office on the preceding day by 12:00 p.m. The Morning Announcements are read during the first period of the day and are on the website at arhsmorningannouncements.blogspot.com. Emergency announcements are read over the public address system only with the approval of an administrator.

DISCIPLINARY PROTOCOLS

Suspension is the time that a student's right to attend school is temporarily revoked. All suspensions are served externally.

- Students suspended from school for disciplinary reasons will be given the opportunity to make-up all academic work such as papers, quizzes, tests, readings.

- Students suspended from school for disciplinary reasons and who miss labs or other work unique to the classroom experience may be given readings or other independent assignments as a substitute for the classroom learning.
- Students suspended from school for disciplinary reasons may **not** participate in or attend any school-sponsored activity (e.g., athletic practice or event, club meeting, rehearsal or performance) during the term of suspension.
- Students suspended from school for disciplinary reasons may not be on the grounds of any of the Amherst-Pelham schools unless participating in a scheduled administrative appointment.
- A suspension which begins prior to the lunch block will be counted as beginning that day; a suspension which begins during or after the lunch block will be counted as beginning the next school day. Snow days or other school cancellations will not count toward serving a suspension.

Dean/administrator responsibilities in cases involving suspension:

- Follow due process procedures
- Contact parent/guardian regarding disciplinary consequences
- Process referral form and re-entry plan
- Notification of student's guidance counselor, teachers, administrators, liaison, athletic director or club advisor as necessary regarding the terms of the suspension
- Request that academic assignments be forwarded to the main office for parent/guardian to pick-up in cases of external suspension.
- Schedule a re-entry meeting to include student, parent/guardian, dean, guidance counselor and other appropriate staff
- Arrange for translation at meetings for students and/or parents/guardians whose primary language is not English.

Guidance counselor responsibilities in cases involving suspension:

- Follow up with teachers to verify that assignments have been brought to the main office or Dean's Office
- Notify parent/guardian regarding availability of assignments in cases of external suspension.
- Participate in re-entry meetings

Teacher responsibilities in cases involving suspension:

- Promptly provide academic assignments to the main office for parent/guardian to pick-up in cases of external suspension.

Suspension re-entry procedures:

- Upon their return to school, students who have been suspended may be required to have a re-entry meeting before being re-admitted.
- Students returning from suspension may also be required to participate in monitoring meetings, counseling, community service and/or other activities related to improving behavior and becoming contributing members of the school community.

Expulsion: permanent exclusion from school.

- A student found to have been in possession of a controlled substance or a dangerous weapon, or to have assaulted a member of the school staff may be subject to long-term suspension and/or expulsion (see the text of MGL Chapter 71, Section 37H in the District section of handbook).
- A student charged with a felony which occurred off school grounds may be subject to long-term suspension and/or expulsion if the principal determines that "the student's continued presence in school would have a substantial detrimental effect on the general welfare of the

school” (see the text of MGL Chapter 71, Section 37H1/2 in the District section of handbook).

I School Safety Disciplinary Report Infractions [SSDR]

Listed below are the infractions that all schools are required to report directly to the Massachusetts Department of Elementary and Secondary Education. The state considers these the most serious of infractions. They are listed here alphabetically, not ranked in terms of their seriousness. This lists also corresponds with how *Educator’s Handbook*, the district’s software package that tracks student behavior, is organized.

The state’s reporting requirement includes both the nature of the infraction and the consequence assigned by the school.

Massachusetts General Law[MGL] Chapter 71, Section 37H addresses three of the infractions included here. During the school day or while on school property or attending a school-sponsored event, students who assault of a staff member, possess a weapon or possess a controlled substance will be subject to the following:

- Suspension from school; possible long-term suspension or expulsion per MGL Chapter 71, Section 37H; referral to the ARHS Guidance department; referral to Amherst Police Department

For all other infractions listed here, the school’s response relies on the judgment of the deans of students. The deans have a range of response options at their disposal. These options include both consequences and interventions. As described in the Philosophy section, ‘intervention’ options are those that seek to modify behavior without having to resort to a consequence that involves a loss of class time. Suspension always remains an option, especially for, but not limited to, repeat offenders. But our goal is to maintain a safe and orderly school climate without loss of school time. Listed below are the some of the consequences and interventions available to the Deans of Students.

Interventions	
Warnings	Conferences
<ul style="list-style-type: none">● Verbal● Parent/Guardian contact	<ul style="list-style-type: none">● with Counselor● with Dean of Students● with Restorative Justice Coordinator● with Parent/Guardian● with Administrator

Consequences		
Loss of Privileges	Restorative Practices	Punishment
<ul style="list-style-type: none"> • Removal from sports team • Removal from extra-curricular activities • Removal from school bus • Phone confiscation • Loss of computer privileges 	<ul style="list-style-type: none"> • Apology, verbal and/or written • School and/or community service • Mediation/Conflict Resolution • Restitution 	<ul style="list-style-type: none"> • Detention • Out of school suspension

School Safety Disciplinary Report Infractions[SSDR]

<p align="center">Alcohol: Possession and Use</p> <ul style="list-style-type: none"> · Possession—having alcoholic beverages in one’s pocket(s), bag(s), car, locker, etc. · Use—drinking alcoholic beverages.
<p align="center">Arson</p> <ul style="list-style-type: none"> · The unlawful and intentional damage, or attempt to damage, any school property by fire or incendiary device. Includes firecrackers, fireworks, and trash can fires.
<p align="center">Assault of Staff Member[37H]</p>
<p align="center">Bomb Threat</p> <ul style="list-style-type: none"> · Student delivers a message of possible explosive materials being on campus, near campus and/or pending explosion.
<p align="center">Bullying</p> <p>The repeated use by one or more students of a written, oral or electronic expression, or a physical act or gesture or any combination thereof, directed at another individual.</p> <ul style="list-style-type: none"> · Refer to Bullying Prevention and Intervention Plan in the District Handbook for further definition. · Only administrator or designee will enter Bullying into Educator’s Handbook, once an investigation and determination has been completed. <p>To report bullying, students may speak to a Dean or Guidance Counselor, or fill out the form found on the ARHS website at this link: http://arps.censeoschool.com/public/</p>
<p align="center">Drugs: Use, Possession and Intent to Sell [37H]</p> <p>Student is in possession of or is using illegal drugs/substances or imitations.</p> <ul style="list-style-type: none"> · Illegal Substances: Marijuana Possession—Possession of marijuana in one’s pocket(s), bag(s), car, locker, etc. · Illegal Substances: Marijuana Use—Smoking or otherwise using marijuana. · Illegal Substances: Other Illegal Substances Possession—Possession of other illegal substances including prescription medication.

- **Illegal Substances: Other Illegal Substances Use**—Illegal use of other substances excluding alcohol, marijuana, and tobacco.
- **Illegal Substances: Sale of Illegal Drugs**—Selling illegal drugs
- **Illegal Substances: Possession with Intent to Sell**—Possession of an illegal drug with the intent to sell

Felony or Felony Charges [MGL 71: 37H ½]

A student charged with a felony for behavior that occurred off school grounds may be subject to long-term suspension and or expulsion if the principal determines that ‘...the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school...’

Fighting Mutual participation in offense involving physical violence.

Harassment

- **Harassment: Non-Sexual**—The delivery of disrespectful messages in any format related to gender, gender identity, ethnicity, race, religion, disability, physical features or other protected class (Multiple instances will prompt bullying investigation)
- **Harassment: Sexual**—Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

Hazing

Student engages in conduct or method of initiation which willfully or recklessly endangers the physical or mental health of another student.

Homicide

Kidnapping

Physical Aggression/Attack

Student engages in actions involving serious physical non-mutual contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Property Damage/Vandalism

Student participates in an activity that results in destruction or disfigurement of property.

Robbery Using Force

Sexual Assault

Theft

The unlawful taking of property belonging to a school, a staff member, or a student without threat, violence or bodily harm.

Threat of Physical Assault

Threat of physical attack; includes bullying, harassment or intimidation

Tobacco: Use and Possession

<p>Student is in possession of or is using tobacco.</p> <ul style="list-style-type: none"> • Use—Smoking, chewing or otherwise using tobacco (cigarettes, e-cigarettes, cigars, pipes or smokeless tobacco) • Possession—Student is in possession of tobacco
<p align="center">Weapons: Use and Possession[37H]</p> <p>Student possesses a knife, gun (real or look-alike) or other objects readily capable of causing bodily harm.</p> <ul style="list-style-type: none"> • Weapons: Knife—The weapon involved was a knife or cutting instrument • Weapons: Handgun, Rifle, Shotgun—All three are covered under this statute • Weapons: Gun/Firearm-Other Firearm—The weapon involved was another type of firearm excluding handguns, rifles, and shotguns, but including zip guns, starter guns, and flare guns • Weapons: Explosive or Incendiary Device—The weapon involved was a bomb, grenade, rocket, missile, mine or other incendiary device. • Weapons: Other Weapon—The offense involved a weapon other than those described above, such as firecrackers or fireworks

II Non-School Safety Disciplinary Report Infractions

Below is a list of more common disciplinary infractions. The possible administrative responses/interventions available to the Deans of Students for these infractions are the same as those listed on pp's 29 - 30.

<p align="center"><u>Academic Dishonesty/Plagiarism</u></p> <p>Academic honesty infractions including plagiarism, cheating, attempts to cheat and falsification of materials (see p. 10 for the academic honesty policy).</p>
<p align="center">Defiance/Insubordination</p> <p>Insubordination or failure to comply with staff/faculty request to provide name or follow instructions</p>
<p align="center">(Inappropriate) Display of Affection</p>
<p align="center">Disrespect</p>
<p align="center">Disruption</p> <p>Includes but not limited to play-fighting, tripping, throwing food or other objects, and the use of water guns and water balloons; inclusive of cafeteria food fights</p>
<p align="center">Dress Code Violation</p> <p>These dress code guidelines encourage individuals to dress, groom, and conduct themselves so that they can participate in, benefit from and access the educational environment. These guidelines respect the rights of all and are based on <i>Massachusetts General Laws Section 83 Dress and Appearance of Students Protected</i>, which establishes reasonable standards regarding health, safety, and cleanliness.</p> <ul style="list-style-type: none"> • Amherst, Pelham and Amherst-Pelham Regional Public Schools state that individuals should wear clothing that allows them to participate safely in all school activities including specialized learning spaces, such as the swimming pool, gymnasium, shops, etc. Individuals should wear shoes or sandals

held securely on the feet for protection when on school grounds, aboard school buses and at school events.

- Amherst, Pelham and Amherst-Pelham Regional Public Schools state that individuals have the right to freedom of expression through their clothing provided that such right does not cause any disruption or disorder within the school (MA Section 82) or infringe on the rights of others. Disruption, disorder and infringement of rights can include clothing that contains: words, symbols, suggestions or portrayals violence, defamation, illegal acts, illegal substance and/or unacceptable products (such as tobacco, alcohol, or drugs). *The Building Principal will make final decisions about the implementation of the dress code.

Forgery

Gang Affiliation Display

Other: Nonviolent

Out of Bounds (Inappropriate Location)

Amherst Regional High School is a closed campus. All students are expected to remain inside of the school building for the duration of the school day, except during lunch when students are authorized to be in the area by the picnic tables to the left of the cafeteria exit. The War Memorial Pool, the playground area, all parking lots, cars, and the Middle School, including the road leading to it from the high school, are off limits. As well, the roof of the school is also considered off limits. This is the case for both during and after school hours

Physical contact/Physical

Possession of contraband – lighters, lasers, drug paraphernalia

Drug paraphernalia: inclusive of, but not limited to, pipe or other items used as a pipe, rolling papers and/or machines, scales, small bags or grinders.

Profanity

Property Misuse

Skip (Cutting Class)

For further information on the attendance policy, see p. 4.

Tardy to School

Technology Violation

Any violation of the **Acceptable Use Policy** (see District section of handbook) may result in temporary loss or termination of computer use privileges *as well as* other relevant disciplinary consequences.

Listed below are examples of violations of the Acceptable Use Policy:

- Use of computer technology for games, chat, music and other programs not specifically assigned by a teacher
- Using someone else's account or allowing someone else to use your account
- Changing the configuration of any workstation, installing games or other programs

- Possession of or installation of programs which can be potentially harmful to the computer or the accounts of individuals
- Physical damage to computers
- Use of technology to produce inappropriate, derogatory or harassing material
- Hacking' into the PowerSchool account of faculty and staff
- Hacking into or attempting to hack into the school's computer programs.
- Taking pictures or videotaping staff or students without permission
- Posting pictures or videos taken during the school day without permission

Truancy

III This section includes infractions neither covered by the state's SSDR expectations nor found in Educator's Handbook. However, a safe and orderly school climate merits itemizing them here.

Inappropriate or Unauthorized Use of Cell Phones	
1 st offense:	Confiscation until the end of the school day;
Subsequent offenses:	Confiscation and returned only to student's parent/guardian.
Videotaping	
Taking pictures or videotaping violence or other inappropriate or unsafe activities	
School Roof	
Accessing the school's roof; breaking or entering the school after hours	
False fire alarm or alarm to any Emergency Services	
Possession of pornographic or obscene materials	
Driving/Parking	
Unauthorized or improper parking, including parking in non-designated or faculty areas, parking in a fire lane or without a permit	
Unauthorized or improper use of motor vehicles, including driving vehicles during school hours and reckless driving	
Indecent Exposure	
Sexual activity in school, during or after school hours; while on school-sponsored activities	
Posing for another student's ID picture identity theft	

Please Note: *The District reserves the right to discipline for conduct not mentioned in the above list of offenses, when such conduct disrupts or interferes with the educational program or infringes on or interferes with the health and safety of any member of the school. Acts that are dangerous, destructive and/or illegal shall be considered a violation of this Code of Conduct.*

ADDITIONAL DISCIPLINARY AND SAFETY POLICIES

Athletics	All away athletic events are considered school-sponsored events.
Breathalyzer Policy	<p>All students and their guests wishing to attend selected school events may be required to participate in an alcohol screening test prior to their entry into the event. This is a passive, non-invasive test where no mouthpiece is needed. Students may be asked to blow into the aperture of the instrument where a sample of breath is collected for analysis. If alcohol is detected, the student will not be permitted to attend the event, and will be detained by on-site school personnel or police officer until a parent/guardian comes for him/her and he/she will be subject to disciplinary consequences described in the ARHS handbook. In the event that a student and his/her guest refuses to participate in the test and leaves the premises, parents/guardians will be called immediately.</p>
Electronic Devices	<ol style="list-style-type: none">1. All electronic devices must be turned off and put out of sight before the beginning of class.<ul style="list-style-type: none">• This includes headsets and earbuds. Out of sight does not mean having them around your neck, dangling from your ears, or hanging from your pocket.2. Electronic devices are not to be used in the classroom at all unless the teacher gives explicit permission to do so.<ul style="list-style-type: none">• During class time, cell phones may be used for educational purposes. This is at the discretion of the teacher.3. Students may use electronic devices before and after school, in the hallway during class changes, and during lunch for listening to music only.<ul style="list-style-type: none">• During these times, use of electronic devices is confined to listening to music with headphones or earbuds.• Use of electronic devices is forbidden while class is in session. To clarify: if a student takes a pass to the bathroom during class, electronic devices must remain off.4. Use of electronic devices to audio, video, or photography is forbidden.5. If students use electronic devices during class without teacher permission, or while in the hall during class time, the device will be confiscated and left in the Deans' Office. The first time a device is confiscated, students may pick up the device at the end of the day. For the second and subsequent offense, parents/guardians will be called to pick up the device.
Elevator	Prior permission from the nurse is required of students using the elevator.

Metal Scanner Policy

Any time a school official has reasonable suspicion to believe that a student is in possession of a dangerous weapon, s/he shall take steps to see that the student undergoes a hand - held metal detector search. This search shall take place as follows:

1. The search will be conducted by a school official and at least one other school employee present for the search.
2. Any items that are found at any time during this process that are in violation of school policy will be confiscated.
3. The student will be informed that, in accordance with the school safety policy, s/he is about to be subject to a hand held metal detector search, and asked if s/he has any weapons or other metal objects.
4. The student will be asked to empty his or her pockets and to remove any metal objects.
5. The metal detector will be run over and across the student's body and clothing in accordance with the manufacturer's instructions.
6. If the metal detector sounds, indicating a metal object on the student's person, the student will again be asked to remove any metal objects.
7. The search will proceed until all metal objects have been removed or identified as not being in violation of school policy.

Any student refusing to cooperate with any part of this metal detector search process shall be subject to appropriate discipline, including suspension and/or expulsion, within the discretion of the Principal and/or the Superintendent under applicable law, and shall be so informed. If a weapon is found, the student will be subject to the consequences stated in MGL Chapter 37H.

Parking on School Grounds

Parking for students will be limited to the number of spaces available. All vehicles parked on school grounds must have a parking permit clearly displayed. Parking permits cost \$65.00 per year and are not transferable. Seniors will be given priority status, followed by juniors whose academic programs include courses taken at area colleges and internships that occur during the school day. Consideration for the issuance of parking permits will be given to students who are directly involved in after-school home care, responsible for supporting their family through a job, living independently and self-supportive, and students participating in the school choice program. Vehicles that do not display a valid ARHS parking permit are subject to towing without warning. Vehicles parked in unauthorized areas that inhibit access to the building for fire and other emergency situations will be towed.

Seniors: End of The Year Responsibilities and GuidelinesSenior Prom

- If weapons, alcohol or drugs are brought to the prom on either one's person or, in the case of alcohol or drugs, in one's bloodstream, then parent/guardians will be called to remove students from the prom. Right to attend the senior dinner or, possibly, the Senior Party will be forfeited.
- As per the Discipline Code, other consequences for the possession or use of weapons, alcohol or drug will be assigned.

Senior Pranks must meet these guidelines:

- No harm to others;
- No damage to property;
- No extra clean-up work for custodians;
- No disruption to the school routine;

If a prank does not follow these parameters, consequences could include not attending the prom, the Senior Dinner, or participating in the graduation ceremony and not attending the Senior Party.

Disciplinary consequences not served before the last day of school need to be completed before participation in graduation is permitted.

Skateboards

Use of skateboards is not allowed on school property between the hours of 8:30 am and 4:00 pm.

Status of 18 Year Old Student

If an 18-year-old student is emancipated, a legal status only conferred by the courts, and living independently on his or her own outside of the home of his or her parent or guardian, then he or she can exercise all the rights of a parent or guardian. This includes signing absence, tardy and dismissal notes and providing permission to attend field trips or other school-sponsored events. If a student is 18 and still living with his or her parent or guardian, only the parent or guardian is authorized to excuse absences and tardiness, request early dismissals and provide permission to attend field trips or other school-sponsored events.

Student Visitors

Arrangements for visitors must be made 2 days in advance with the principal, and written permission is required from all teachers using the form available in the main office.

Visitors will not be permitted on Fridays, the day preceding a holiday or school vacation, or during examination periods. Visitors must wear the visitor pass issued by the office at all times. Visitors who arrive without prior permission will be assisted in arranging transportation home.

Valuables

Students should not come to school with valuable jewelry, electronic equipment, large sums of money, or credit cards in their possession. Under no circumstances should valuables be left in gym lockers, even those with locks attached. The school cannot assume responsibility for lost or stolen items. Students who lose valuable property in school should file a theft report in the Deans Office. Students may also file a police report at www.amherstpd.org. Go to site and then click on 'Online Incident Reporting'.

RULES GOVERNING BEHAVIOR ON SCHOOL BUSES

All school rules described in the Code of Conduct are in effect while students are riding on the bus.

Loss of riding privileges

- Students engaging in inappropriate and/or unsafe behaviors may be suspended from riding the school bus *as well as* the application of other relevant disciplinary consequences. Any such suspensions will be assigned by a dean or administrator.

Waiting for the bus

- Be on time for the bus but do not arrive at your bus stop earlier than ten minutes before the time at which the bus usually arrives
- Do not allow younger children who are not yet attending school to accompany you to the bus stop
- Observe all safety precautions while waiting for your bus
- Do not play in the road
- If possible, avoid crossing streets
- Whenever you must cross a street, do so only if you are sure that no moving vehicles are approaching you from either direction
- Do not push, pull or chase any other students
- Avoid trespassing on private property and being noisy
- As your bus approaches, line up at least six feet off the highway and do not approach the bus until it has stopped and the driver has opened the door. Again, avoid pushing others in the line.

Loading on the bus

- Get on your bus quickly and be seated at once
- Listen carefully and obey the bus driver's instructions

Riding on the bus

- Do not eat food while you are on the bus
- Do not throw anything while you are on the bus
- Do not extend your arms or any other parts of the body out of the window
- Do not change seats while the bus is moving
- Avoid shouting and other excessive noise that may distract your driver and lead to a serious accident
- Help to keep your bus clean and sanitary
- Be courteous to other students
- Listen carefully and obey any directions issued by the driver

Unloading from the bus

- Do not leave your seat until the bus has come to a complete stop and the driver has opened the door
- Again, obey any directions issued by the driver
- Leave the bus quickly but in a courteous manner without pushing any other students
- If you must cross a street as you leave the school bus, be sure to walk in front of the bus (never in back) at a distance of at least 12 feet from the bus. If you get too close to the front of the bus, the driver will not be able to see you, and a serious accident could occur.
- Again, be sure to observe all safety precautions as you travel from your bus stop to your home

SECTION III ATHLETICS AND ACTIVITIES/CLUBS

PHILOSOPHY

School-sponsored activities are very much a part of ARHS'S offerings; All students are encouraged to join at least one school organization during their time at ARHS.

Except in unusual circumstances, students will not be dismissed from classes prior to 2:20 p.m. to participate in extra-curricular activities, including athletic events.

All rules regarding student behavior apply to the co-curricular program, including behavior on field trips and other school-sponsored events.

SPORTS WAIVER PROCESS

1. A student who is academically ineligible under MIAA rules may not participate. No appeal is available.
2. The Athletic Director will contact a student who is MIAA eligible, but does not meet the ARHS requirement. The Athletic Director has the authority to determine whether an ARHS student may participate and the terms governing that participation. The Athletic Director has the following options:
 - a. Grant eligibility and meet with the student to review their academic eligibility and determine an appropriate monitoring plan.
 - b. Prohibit the student from participating in the athletic program for one season. Students in this category may make an appeal to the Principal.

NOTE: A student is eligible for only one athletic waiver per school year. The Athletic Director may grant a modified second waiver which would enable a student to participate only in practices, but not games, until the next grade/progress report is issued.

ATHLETIC TEAMS

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys and Girls Cross Country	Boys and Girls Basketball	Baseball
Boys and Girls Soccer	Boys and Girls Alpine Skiing	Boys and Girls Tennis
Girls Volleyball	Boys and Girls Nordic Skiing	Boys and Girls Track
Field Hockey	Boys and Girls Skiing	& Field
Football	Boys and Girls Swimming	Boys and Girls Lacrosse
Golf	Ice Hockey	Softball
	Boys and Girls Indoor Track	Boys and Girls Ultimate
	& Field	

GENERAL STATEMENT ABOUT ELIGIBILITY FOR INTERSCHOLASTIC SPORTS

The Massachusetts Interscholastic Athletic Association (MIAA) and the Amherst Regional High School set guidelines that determine a student's eligibility to participate in the interscholastic sports programs. The MIAA rules that govern eligibility are rules by which all high schools throughout Massachusetts must conform. In addition to the MIAA criteria for participation, ARHS has its own standards for participation that go beyond the minimum expectations set forth by the MIAA. However, all students are invited to join a sport if they meet **the Massachusetts Interscholastic Athletic Association (M.I.A.A.)** standard, and if the Athletic Waiver Committee has granted them approval. The eligibility criteria for athletic participation shall also be modified in accordance with any specific **IEP or 504 stipulations**.

MIAA ELIGIBILITY REQUIREMENTS

Fall Sports: Students must have passed the equivalent of **four** full-year academic classes and have earned at least 16 credits in those courses in the previous school year in order to be eligible to participate. All first year 9th grade students are automatically eligible.

Winter and Spring Sports: Students must have passed **three** academic classes in the term immediately preceding the season. For example, students interested in playing a winter sport must have passed three academic subjects in the fall semester

Academic classes are defined as courses listed in the *Program of Studies* in the following departments: Art, Business Education, Computer Instruction, Family and Consumer Education, English (excluding Reading courses), ESL/TBE, Mathematics, Music/Performing Arts, Science, Social Studies, Technology Education and World Languages. Courses listed as "CDL English, CDL Math, CDL SS or CDL Science" all count toward MIAA eligibility. Courses that do not count towards MIAA eligibility include those listed in the Physical Education Department, the Health Education Department, ALPS courses, Work Study, Community-Based Work Experiences, Academic Support* and other enrichment and support classes.

* - Some students, as a result of an IEP, may only be taking two academic courses in a semester. In those cases, a student's grade in their Academic Support courses will substitute for a third academic course. In the event that a student is taking two academic support courses in a term, he/she must have passed or received a grade of satisfactory in both academic support courses.

ARHS ELIGIBILITY REQUIREMENTS

ARHS expects student athletes to be in good academic standing in order to participate in its athletic program and strongly believes that students should remain in good academic standing during the season. (Therefore, to participate on a sports team, students must not receive an unsatisfactory or failing grade.) Students who are ineligible will be notified of any terms or conditions that a student must meet if they wish to participate on the team. In some cases, students will be asked to meet with the Athletic Director to answer questions about their academic history and performance. Students should expect to be monitored during the season for their effort, attendance, homework completion and grades. A student who does not meet an acceptable standard of performance will be temporarily suspended from the team until his/her effort, attendance and homework completion improves. (See the *Student Handbook*-Athletic Eligibility for more details.)

**The tables below summarize both the
MIAA and ARHS athletic eligibility requirements.**

MIAA Eligibility Requirements

Season	Previous credits taken	Courses passed	GPA	Incomplete	Drop/Fail
Fall Sports	Must have earned at least 16 credits in previous school year. All 9th graders are eligible.	Must pass equivalent of 4 full-year academic classes	Does not apply	Incomplete – not eligible until completion of course with a passing grade (counts as fail)	Drop/Fail Course counts towards eligibility Failing 2 = not eligible
Winter Sports		Must pass 3 full-year academic classes first term	Does not apply	Incomplete – not eligible until completion of course with a passing grade	Drop/Fail Course counts towards eligibility Failing 2 = not eligible
Spring Sports		Must pass 3 full-year academic classes second term	Does not apply	Incomplete – not eligible until completion of course with a passing grade	Drop/Fail Course counts towards eligibility Failing 2 = not eligible

Amherst Regional High School Eligibility Requirements

Season	Previous Credits taken	Current Courses	Incomplete	Drop/Fail
Fall Sports	Pass previous full year courses and spring courses	Must pass all classes	Not eligible, may apply for waiver	Not eligible, may apply for waiver
Winter Sports	Pass all first term classes	Must be passing all 2nd term classes	Not eligible, may apply for waiver	Not eligible, may apply for waiver
Spring Sports	Pass all second term classes	Must be passing all 3rd term classes	Not eligible, may apply for waiver	Not eligible, may apply for waiver

- Students may only participate in one sport per season.
- Reduced fees are based on Free or Reduced Lunch eligibility. Eligibility forms are available in the main office of the High School and Middle School. Completed forms must be submitted to the High School or Middle School main office to determine eligibility.
- **Current sport physicals must be on file with the nurse at school before the first day of tryouts and practices for the season. Sports physicals are valid for 395 days from exam date.**
- Please contact the Health Room at the High School to check on the status of your sports physical – High School Health Room phone - 362-1743/1744.

FEE PAYMENT

- Online payments can be made at <https://unipaygold.unibank.com/Default.aspx?customerid=1211>
- If you need to write a check, checks should be made out to **ARHS Athletics** and include **athlete's name and sport in the MEMO.**
- One check is requested per athlete.
- All outstanding sports fees from previous seasons must be paid in full to participate in sports. No exceptions.
- If you have questions please call the athletic office 362-1746

Other Eligibility – Related Considerations

A student who receives a grade of incomplete is **not** eligible until the work is successfully completed and the Registrar has been notified of a passing grade. A final grade of incomplete must be made up within two weeks from the opening day of school.

September eligibility is determined by a student's final grades from the previous school year. A student who fails a course may, with the school's approval, take a summer school course **in that specific subject area**. Students must sign up before summer school for ALPs credit and have it approved by the Assistant Principal. If the student passes the course, he/she may be eligible for interscholastic sports, if all other requirements are met.

Once a student is declared eligible, he/she must remain in good standing (passing all courses, following all school rules) for the entire period of eligibility.

A grade of Drop/Fail will be treated as a failing mark and may make a student ineligible to participate in interscholastic sports.

No student who has been absent from school on the day of an activity will be eligible to participate in that activity. A student is considered absent if he/she does not check in at the office by 8:05 a.m. and remain in school for the remainder of the day. The only exceptions to this are for medical appointments (with doctor's note), religious reasons and family emergencies.

ARPS FEE STRUCTURE

Athletics, College Applications, and Parking

High School Athletic Fees

	Sport	Full Fee	Reduced Lunch Fee	Free Lunch Fee
Fee 1	Ice Hockey	\$367	\$147	\$73
Fee 2	Alpine Skiing, Football, Basketball, Ice Hockey, Golf, Nordic Skiing,	\$262	\$104	\$52
Fee 3	Baseball, Cross Country, Diving, Field Hockey, Indoor Track, Lacrosse, Soccer, Softball, Swimming, Tennis, Track, Ultimate Frisbee, Volleyball	\$219	\$87	\$46
	FAMILY CAP	\$1,248	\$500	\$249
	INDIVIDUAL CAP	\$593	\$238	\$117

M.I.A.A.: CHEMICAL HEALTH POLICY

62. Student (and Coach) Eligibility: Chemical Health/ Alcohol/ Drugs/ Tobacco

62.1 During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all contests in that sport. For the student, these penalties will be determined within the season the violation occurs. No exception is permitted for a student who becomes a participant in a

treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all contests in that sport. For the student, these penalties will be determined within the season the violation occurs. All fractional part of an event will be dropped when calculating the 60% of the season.

If, after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification.

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

1st Offense		2nd Offense		2nd Offense w/Dependency Program	
# of Events Per Season	# of Events/Penalty	# of Events Per Season	# of Events/Penalty	# of Events Per Season	# of Events/Penalty
1 – 7	1	1-3	1	1-4	1
8/11	2	4	2	5-7	2
12-15	3	5-6	3	8-9	3
16-19	4	7-8	4	10-12	4
20 or over	5	9	5	13-14	5
		10-11	6	15-17	6
		12-13	7	18-19	7
		14	8	20 or over	8
		15-16	9		
		17-18	10		
		19	11		
		20 or over	12		

62.3 Steroid Use - Anabolic androgenic steroid use at the high school level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. *A recent study indicates that over 3% of high school seniors have tried steroids in their lifetime (NIDA, 2004).* High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes. Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most “get-rich-quick” schemes, steroid use has serious short and long term consequences. Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids. Most coaches would not promote steroid use intentionally. Total silence by coaches however condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or

strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be. The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

NATIONAL HONOR SOCIETY

Juniors and Seniors with a cumulative average in all subjects of B+ (3.3) are eligible to apply for membership in National Honor Society. Eligible students receive the following information through their A period classes.

- Letter of introduction
- Eligibility Questionnaire
- Performance Criteria Standards for scholarship, leadership, service, and character as written in the *National Honor Society Handbook*
- Notification of information session regarding completion of eligibility questionnaire and deadline dates
- **The Academic Honesty policy. See page 10.**

Information is mailed to parents/guardians of eligible students.

Students complete the eligibility questionnaire indicating their interest in membership in the National Honor Society. Parents and faculty members also have an opportunity to provide written statements of support. An appointed Faculty Council reviews all the pertinent information to determine whether each eligible student meets the criteria for membership.

Activities and Clubs

An updated list of clubs and activities will be available on the ARHS web site[www.arps.org/ARHS/] once school begins.

SECTION IV HEALTH

HEALTH ROOM PROCEDURES AND STAFF

The health room is staffed by a certified school nurse and a registered nurse, or licensed practical nurse. A school physician is available for consultation by telephone. Services include:

- First aid response and care
- Sick child assistance
- Nursing care for students with medical needs
- Medication administration
- Individual and class health education
- Counseling
- Linkage to and coordination of care with community services, health insurance and health care providers
- Communicable disease control
- Compliance with immunization requirements
- Health screenings, including visual, hearing postural and others as required
- Environmental health and safety

Students must obtain a pass from a teacher to go to the health room. Health room staff will perform an assessment and provide care as needed to determine when a student may return to class or if the student needs to be dismissed. If students need to be dismissed due to illness or injury, parent/guardian permission is required. Students who do not present to the health room or leave without obtaining parent/guardian permission will be marked as unexcused for all classes missed.

It is a parent/guardian's responsibility to pick up their student and to transport to an appropriate facility if further medical attention is required. If emergency medical service is summoned, every effort will be made to contact parents/guardians using emergency contact numbers they provide.

HEALTH SCREENINGS: VISION, HEARING, BMI AND POSTURAL SCREENING

Massachusetts Department of Public Health requires periodic screenings for vision, hearing, postural, and height and weights (BMI - body mass index). Any student or parent/guardian may request a screening if there are any concerns. Parents/guardians will be notified by mail if further evaluation is recommended. Ninth grade students are screened for scoliosis and other postural abnormalities. Tenth grade students receive vision, hearing, and BMI screenings. Parents/guardians may choose to opt out their student from any screening by providing a written note to the school nurse.

ADDITIONAL SCREENING INFORMATION

Ninth grade students will also participate in the drug and alcohol-related SBIRT [Screening, Brief Intervention, Referral to Treatment] screening. SBIRT focuses on prevention, early detection, risk assessment, brief counseling and referral intervention that can be utilized in the school setting. This validated screening tool will enable school nurses and counselors to detect risk for substance use-related problems and to address them at an early stage in adolescents.

EMERGENCY INFORMATION

At the beginning of the year, emergency information cards are distributed to each student. It is essential that the information requested on this card be completed accurately and kept up to date. There must be a way of reaching parents, guardians, or local alternates promptly should illness or accident occur at school. Please be sure that the local alternate that you list is willing and able to serve in this capacity. If the

parents or guardians are students, please attach their class schedule to the emergency card with all appropriate telephone numbers.

PHYSICAL EDUCATION EXCUSES

Written medical excuses are required for those students who cannot participate in physical education classes. A parental/guardian note will suffice for a one-week absence. If the student is to be excused for more than one week, a note from a licensed healthcare provider (MD, NP, PA) is required. This note must include diagnosis and length of expected absence.

PHYSICAL EXAMINATION REQUIREMENTS

To comply with the Commonwealth of Massachusetts laws and the Regional School District policies, students are required to receive physical examinations prior to entry into the tenth grade or prior to transferring from another school district at any grade. The physical examination must be conducted by a licensed medical doctor, nurse practitioner or physician assistant. Documentation of the examination should be submitted to the health room prior to coming to school. It should include date the exam was done, a statement regarding general assessment of health, unusual finding or chronic health problems, treatments or medication administrations to be carried out in school, and any limitations to usual school activities.

SPORTS EXAMINATION REQUIREMENTS

A physical examination form with sport participation clearance must be submitted to the nurse office in order to participate in any extracurricular physical activity (including try-outs for a team). A sports physical terminates 13 months subsequent to administering and must be renewed immediately to maintain eligibility. Physical examinations must be performed by a registered physician, physician's assistant or nurse practitioner.

IMMUNIZATION REQUIREMENTS

Massachusetts State Law requires that all students provide documentation indicating that they are properly immunized before entering school. Students who have a medical or religious exemption to any or all immunizations must submit written documentation on an annual basis. Medical exemptions must be written by the health care provider. Any student with medical or religious exemptions may be subject to exclusion from school if there is an outbreak of the specific disease.

The following immunizations are the current minimum requirements:

- Four doses DTaP/DTP or \geq three (3) doses of Td, plus a Tdap booster
- \geq three (3) doses polio
- Two (2) doses MMR, Three (3) doses Hepatitis B
- Two (2) doses of varicella, or health care provider documentation of chickenpox

MEDICATION POLICY

Students using medications during the school day (prescription and over-the counter) are required to bring them to the health room. They should be in their original containers, accompanied by parent/guardian consent for the school nurse to administer the medication, and a medication order written by a licensed healthcare provider.

Under limited circumstances, students may carry medications with them. These medications include “epinephrine auto-injector,” inhalers and diabetes care supplies. This also requires written permission from the parent/guardian, health care provider and nurse at school.

The nurse at school cannot dispense medications unless the student’s family provides them. We do not keep stock supplies of medication, except for emergency medications. Please see the nurse at school for consent and order forms and for clarification of these policies.

CONDOM AVAILABILITY

In 1993, the Regional School Committee voted to make condoms available to students in the health office. Educational material on the use of condoms is available. Counseling and health education is available by school health personnel as needed or requested by the student. These services are provided confidentially.

ELEVATOR PASS

Students that request permission to use the elevator must submit a written request from their parent/guardian or health care provider. This request must contain the reason for elevator use and the length of time the pass is needed. Elevator passes are issued by the nurse.

SECTION V USE OF FACILITIES/SAFETY

SECURITY

Students are provided with lockers to store books, clothing and personal belongings during the school day and while participating in extracurricular activities after school. Lockers should be kept locked. Articles which have been found in the building or on school grounds will be taken to the Lost and Found in the Health Office.

LIBRARY

The library is open from 8:40 AM until 3:45 PM Monday, Wednesday, & Friday, and 8:40-4:00 on Tuesday & Thursday. Students must have a pass from one of their subject (not study) teachers to come to the library during school hours. No passes are needed before or after school. Students may use the library during their lunch time if space is available. To do so they must sign in and leave their ID at the desk.

- *Circulation*
Students may check out all materials except Reference, Reserve and Special Collection books. Students who do not return materials on time will receive reminder notices twice. If materials have not been returned, renewed, replaced or paid for by that time, a letter will be sent home to the student and parent/guardian notifying them that the student’s computer account will be disabled until their library account is clear. Students with overdue materials will not be allowed to check anything else out until they have returned what is due. No overdue fines are charged. In case of loss or damage to materials, students will be charged at the same rate as the Jones Library System.
- *Passes*
The library is a research center and students using it should have academic work requiring use of the library’s resources. To use the library during the school day students must have a library pass

obtained from their academic teacher. Before and after school, and during students' lunch periods (on a space available basis) passes are not needed.

- *Behavior*
Students who inappropriately use the library resources and facility may be suspended from using it. No food or drink (except bottled water) is allowed in the library while classes are in session. There is a designated snack area for use before and after school. Water is the only beverage permitted at any time.
- *Computers*
The computer acceptable use policy will be enforced. Students using the library with their classes have priority for computer use over study hall students.

CAFETERIA

- Eat only in the cafeteria or outside in the area immediately outside of the cafeteria
- Keep food, trays and utensils inside the cafeteria
- Respect those around you
- Be responsible by cleaning-up after you eat
- Remain in the cafeteria, cafeteria lobby or outdoors until the end of the lunch period

CLOSED CAMPUS

Amherst Regional High School is a closed campus. All students are expected to remain inside of the school building for the duration of the school day. The lone exception is during lunch when students are authorized to be in the area by the picnic tables to the left of the cafeteria exit. Students may not have food delivered from off-campus or leave campus to pick up food. (Parents may drop off food in the main office, which students may pick up during their lunch period.) For the sake of clarity, the War Memorial Pool, the playground area, all parking lots, cars, and the Middle School, including the road leading to it from the high school, are considered off limits.

SCHOOL MURALS

Murals on walls of the school should represent general standards of decency, positive attitudes toward diversity, and the general will of the school community. Murals should at all times and in all ways reflect the interest of the community in a positive way. Murals that advocate intolerance, gratuitous violence or that violate state laws on harassment or hazing will not be considered as falling within these guidelines. The size, location, and nature of new murals will be determined by a mural committee appointed by the principal.

FIRE DRILL PROCEDURES

At the sound of a fire drill bell or horn, students will stand at once, by their seats and wait for the teacher's instructions to file out. Courtyard exits should not be used unless other exits are blocked. Teachers will leave the room last. All windows and doors should be checked.

Students should walk quickly but not run and maintain single file lines. The first students through each exit should hold the doors until everyone has passed. Custodians will check rooms for stragglers.

In the event of a fire drill during the passing period, students should proceed without pushing to the nearest exit. Teachers are authorized to re-route students to the nearest safe exit and to break windows to facilitate an exit from the building.

SHELTER IN PLACE procedures are used when there is a potential threat – either internal or external – to the safety of the students and staff. Shelter In Place requires that everyone – students and adults, alike – are behind a locked door. During a shelter in place, school business should go forward. The only stipulation is that no one is allowed out from behind their locked door.

LOCK DOWN procedures are used when there is an immediate threat – either internal or external – to the safety of students and staff. Everyone – all students and adults – must be behind a locked door and seated on the floor opposite the windows.

Parents/Guardians should **NOT** come to the school building during a Shelter In Place or Lock Down procedure. In case of an early dismissal due to one of these events, families will receive notification from the school, not individual students.

STUDENT PARKING

Below are the school's rules and policies regarding student parking privileges.

- **Parking fees are \$75.00 per year**
- Permits must be displayed on the rear-view mirror with the permit number facing the windshield. **Cars without permits will be towed.**
- Students may park in the student parking section of the Main Parking Lot and on the road along the track in allotted spaces. **The rear of the Main Parking Lot is a now a no-park zone.** When there are not snow banks, students may park along the path overlooking the football field (do not park on or block the sidewalk).
- Students may not park in visitor parking or faculty spaces in the front/main parking lot or on either side of the building, or in fire lanes. Visitor parking is signed and faculty spaces are painted with yellow lines in the Main Parking Lot. **Unauthorized vehicles parked in visitor parking, faculty spaces or in fire lanes will be towed.**
- Students must immediately report lost or stolen permits to Dean's Office (room 160).
- Students may not transfer permits from one student to another.
- Students must abide by all school rules regarding parking and driving on school grounds. Violations will result in disciplinary action.
- Students with six or more tardies will lose parking privileges for 30 days.
- **Reckless driving will result in loss of parking privileges for a minimum of 30 days and may be reported to the Amherst Police Department.**
- **Students driving off school grounds without proper dismissal and/or transporting other students without proper dismissals will lose parking privileges for 10 or more days. Parking permit fee will not be refunded.**
- The parking lot is off limits during the school day. **Students may not go out to their cars during the school day.**

- The school is not responsible for loss or damage to cars. Please report loss/damage directly to the Police Department.
- **Cars towed are taken to North Amherst Motors, 78 Sunderland Road, Amherst, phone number 549-7368. To retrieve a car, it will cost \$90 for the first 24 hours and then \$20 per day storage fee.**