



## **Student Handbook 2021-2022**

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**[www.mtrs.mohawktrailschools.org](http://www.mtrs.mohawktrailschools.org)**

On behalf of our school community, we extend a warm welcome to the students, staff and families of Mohawk Trail Regional School for the 2021-2022 school year! MTRS is committed to providing an excellent education for each of our students. This handbook is one of the many tools we will use along your path to many successes at Mohawk Trail. This handbook is intended to assist students and families in understanding the procedures, expectations and policies here at MTRS. Please refer to the Table of Contents on the next page to see the various sections you can find throughout the handbook.

Each year we engage in a review of our handbook; you are invited to participate in this process by communicating with your Student Council representatives, through the School Council (LEC), participating in other school organizations, or by contacting us directly.

Due to the continued mitigation efforts against COVID-19, some elements of our handbook may be adjusted as we move through the year.

Sincerely,  
Principal Marisa Mendonsa and Assistant Principal Diane Zamer

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## **I - COMMUNICATIONS**

Communication extends in many directions and across a variety of media. Please refer to the following suggestions when you need to communicate with the school.

### **Via the Internet:**

Consult the school website at: [mtrsd.org](http://mtrsd.org) for additional information.

### **Aspen Parent Portal**

Families are able to access student grades and communicate with teachers via the online Aspen portal. Please see the MTRS website for more information.

**E-mail** is often an effective way to contact a specific staff person; staff email addresses are available by selecting the Staff List on the school website.

**To report any incidents of bullying**, please call the school immediately, complete an Anonymous Bullying Incident Report form available at the district website, or use our confidential email address: [concerns@mohawkschools.org](mailto:concerns@mohawkschools.org)

**By telephone:** Contact the school by calling (413) 625-9811. MTRS has a voicemail system so that messages can be left at a specific extension for individual staff.

**NOTE:** When necessary, caregivers may contact the school with messages to be relayed to students but we ask that this be done sparingly. Please be aware that students are not called from classes to receive phone calls or messages and we can not guarantee when messages are delivered.

## **CONTACTING SCHOOL PERSONNEL**

Students and caregivers are encouraged to contact teachers and other school staff directly when they have questions or concerns, either by email or telephone. caregivers can best reach teachers directly by telephoning the school during school hours (7:30 a.m. – 2:30 p.m.) to leave a voicemail message. Please refer to the directory of school staff on the website for email addresses for Faculty and Staff.

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

<b>Concern</b>	<b>Contact Person</b>
Student's performance/behavior/attendance in a particular course	Teacher
Student's overall performance or personal concerns affecting performance or wellbeing	School Counselor: For students in grades 7-8 contact Taffy Ruggeri For students in grades 9-12 contact Brian Cipoletta College and Career Counselor- Sara Neuenschwander

Athletics	Athletic Director - Greg Vouros
Disciplinary/ School safety concerns	Principal Marisa Mendonsa or School Culture Coordinator Eric Jalbert
If you have contacted a teacher or counselor and you feel your concern has not been adequately resolved.	Principal Marisa Mendonsa or Assistant Principal Diane Zamer
If you feel that your concern still has not been resolved adequately at the building level.	Superintendent of Schools – Sheryl Stanton
School Records	Administrative Assistant/School Registrar – Shana Garcia

## DAILY SCHOOL SCHEDULE

High School	Middle School
<b>Advisory:</b> 7:45 - 8:15 (30 min) <b>Block 1:</b> 8:19 - 9:29 (70 min) <b>Mask Break:</b> 9:29-9:39 (10 minutes) <b>Block 2:</b> 9:42 - 10:53 (71 min) <b>Lunch:</b> 10:55 - 11:20 (25 min) <b>Activities/Clubs/Office Hours:</b> 11:23 - 11:43 (20 min) <b>Block 3:</b> 11:46 - 12:56 (70 min) <b>Mask Break:</b> 12:56-1:06 (10 minutes) <b>Block 4:</b> 1:09 - 2:20 (71 min)	<b>Advisory:</b> 7:45 - 8:15 (30 minutes) <b>Exploratory:</b> 8:19 - 9:34 (75 min.) <b>Body break/Mask Break (on team):</b> 9:37-9:42 (5 minutes) <b>Period 1:</b> 9:45 - 10:35 (50 minutes) <b>Period 2:</b> 10:38 - 11:28 (50 minutes) <b>Academic Extensions &amp; Interventions:</b> 11:31 - 12:01 (30 min.) <b>Lunch:</b> 12:04-12:29 (25 minutes) <b>Period 3:</b> 12:32 - 1:22 (50 minutes) <b>Body Break/Mask Break:</b> 1:22-1:29 (7 minutes) <b>Period 4:</b> 1:32 - 2:20 (48 minutes)

This year most Wednesdays will be Professional Learning Days, with students being released at 12:50PM. Please refer to the school calendar, available for download from the school website, for an overview of these dates.

## SCHOOL CLOSINGS

In the event of school closing due to unsafe weather conditions, school announcements will be broadcast, starting at 5:30 a.m. on WHAI, WHMP, WRSI, WHYN, WTTC, WAQY radio stations. School cancellations are also broadcast on TV40, TV3, and TV22, posted at <https://mtrs.mohawktrailsschools.org/>, our Facebook page, and are announced via the district's automated phone system, School Reach.

Two-hour delays or early dismissals are possible in inclement weather; access the stations above for current information. When there is a two-hour delay the school day is scheduled to start at 9:45.

## **II – ACADEMICS**

### **ACADEMIC INTEGRITY**

We take cheating and plagiarism seriously and they are violations of our code of student conduct. Cheating refers to unauthorized help with an assignment, which may include giving and/or receiving information from other students, notes, books, and other sources not permitted by the teacher. Teachers giving “open book” type assignments will describe the types of materials that are allowed. Plagiarism is defined as the submission of another’s work or ideas as one’s own. This includes direct copying from another source as well as paraphrasing material without proper citation. MTRS’s *Guide to Citing Sources* is available in the Resource Center and online at the school webpage to provide students with guidance about proper citation practice.

Any student who violates our expectations of academic integrity will first meet with the teacher to discuss the incident. The student may not receive credit for the assignment in question and may be subject to other consequences, including: a meeting with caregivers, guidance counselor and school administration; a requirement to fulfill the assignment again; and/or other disciplinary action.

### **ACADEMIC PROBATION**

Academic Probation indicates that academic achievement is below promotion or graduation standards. A student is placed on Academic Probation when they earn an F in any marking period. During this period of Academic Probation, the student’s participation in school-based extracurricular activities is restricted so that the student can focus on fulfilling academic requirements.

Academic Probation begins when grades are issued at the end of a marking period. Academic Probation status persists through the quarter until the end of the next marking period or the next officially issued progress report. When grades or a progress report are next issued and the student has earned all passing grades the Academic Probation status is lifted.

Students with Academic Probation status are not eligible to participate in extracurricular activities, including sports. Students have to be academically eligible to try-out for teams that hold try-out sessions. Students who become eligible during a sports season are not allowed to join a team if that team held try-outs at the beginning of the season and cuts were made. During Academic Probation, students may attend field trips related to academic coursework but they may not participate in social activities that would require them to miss academic classes. Students lose senior privileges and cannot hold school-wide or class office positions during Academic Probation.

If a student has failed a required course, they may:

- Add the needed course to the next semester’s schedule, in addition to the credits required for that year.

- Make up the credits by passing an approved summer school course at a local high school or college or through a correspondence program. This coursework must be approved by the school administration and paid for by the student/family. Only two courses per summer can be used for make-up.

### **ACADEMIC STANDARDS**

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

*Independent Study courses and courses taken outside of MTRS, including online, Greenfield Community College, or correspondence courses, are not included when GPA (Grade Point Average) is calculated. Also, grades that are incomplete are not included in the GPA calculation.*

### **ADMINISTRATIVE WITHDRAWAL**

Mohawk Trail Regional School attendance policy requires that students be in attendance for 90% of scheduled classes in order to receive academic credit. (See the Attendance Policy section of this handbook for additional information, including information about the waiver process for students with extenuating circumstances.) The school's policy authorizes the Principal to administratively withdraw students who have exceeded the threshold of absences, are over 16 years of age, do not have an IEP (Individualized Education Plan), and who have not provided acceptable documentation of absences for consideration by the waiver committee. Students may re-register for courses the following semester.

### **FIELD TRIPS/FIELD WORK**

Field trips/field work provide students with learning opportunities that cannot be duplicated in the classroom setting. Students must have caregiver permission to participate in a field trip/field work; consent slips will be sent home to be signed before each trip. If students are traveling with another student as a driver, they need a letter of permission stating that understanding from the caregiver. Students who might otherwise be unable to participate in a field trip/field work due to financial difficulties should consult with their teacher or the Principal so that arrangements can be made to assure their participation. Students are required to complete all class work missed while on a field trip. Participation in field trips/field work is optional and no student will be penalized academically or in any other way for deciding not to accompany a class or group on a particular field trip/field work. The school reserves the right to require an adult chaperone for or exclude any student whose behavior has resulted in safety concerns on previous trips or who has not met the academic criteria for a field trip/field work. It is understood that this student handbook is to guide behaviors on all school trips/field work and in extracurricular activities.

### **GRADUATION CEREMONY PARTICIPATION**

In order to participate in the graduation ceremony, seniors must have met all local graduation requirements, be in good behavioral standing, and must have met all class obligations. If a student has not met the graduation requirements but is within 12 credits of fulfilling those requirements and has developed a plan of completion with a timeline for finishing those credits before the start of the next school year, they may petition to school administration for permission to participate in the graduation ceremony.

## **HONOR ROLL CRITERIA**

Students are recognized for achieving High Honors when they earn all A's in MTRS academic courses (English, Social Studies, Math, Science, and World Language) and a C or above in other courses. Students are recognized for achieving the Honor Roll when they have no grade lower than a B in a MTRS academic course (English, Social Studies, Math, Science, and World Language) and a grade of C or better in all other courses.

## **SENIOR PRIVILEGES – FOR EMPLOYMENT AND/ OR OFF CAMPUS STUDIES**

Qualified seniors may request permission from the administration to access senior privileges. Seniors request permission by completing a signed application for senior privileges found in the Main Office. Seniors who earn these privileges will be allowed to leave campus early or come to school late as long as they uphold their school-based responsibilities. Examples of such responsibilities are: school and class attendance, having no outstanding school dues, not on academic probation, and meeting behavioral expectations. All students are expected to remain on campus for the duration of the school day without special permission or privileges, including seniors, and are not allowed to leave campus and return during the school day unless authorized by the Front office. Though a student's code of conduct outside of school is not the responsibility of the school, senior privileges may be revoked for conduct during the school day hours. Student-athletes must meet the attendance requirements as specified by MIAA rules and regulations.

### Senior Privileges are:

1. Leave campus early/ arrive late, schedule permitting, for an approved activity
2. Able to purchase items from the MTRS Coffee Shop

### How do I access them?

1. Completed and approved application.
2. In good academic and social standing. No grades less than C-, no discipline issues.
3. Confirmed participation in at least two class activities (for example: worked on Booster Day float or wall, chaired a fund-raising committee, etc.)
4. Class dues paid in full. (Alternative arrangements may be worked out with class advisors and administration.)
5. No outstanding bills, materials, gym locks, books, etc.
6. Caregiver Consent

Seniors must maintain passing grades and remain in good academic and behavioral standing to enjoy privileges. When a senior enters Academic Probation they lose these privileges immediately and must reapply for reinstatement. Students with senior privileges must sign in and sign out in the Front office and are responsible for their own transportation. Students with privileges who transport from school any student who is not authorized to leave school will be subject to disciplinary action, including the loss of privileges.

## **NATIONAL HONOR SOCIETY**

Selection for membership in the National Honor Society is based upon outstanding accomplishment in four areas: scholarship, service, leadership and character. Students in the sophomore, junior and senior class who have maintained a grade point average of 3.3 (based upon a minimum of two core academic classes per semester) are eligible for



consideration for membership. There are many ways for students to exemplify and demonstrate the qualities of leadership, service and character. We encourage interested students to seek information and opportunities to demonstrate leadership in these areas.

At the beginning of the spring semester students in the 10<sup>th</sup> and 11<sup>th</sup> grade who are academically eligible will be notified and invited to submit Student Activity Information Sheets; eligible seniors will be invited to submit information after the first quarter of the fall semester. Faculty members are asked to assess the students on the basis of their service, leadership and character. The Faculty Honor Council, appointed by the principal, meets to evaluate the information provided by eligible students and the input from the faculty. Candidates receiving a majority vote of the Faculty Honor Council are selected for induction into the National Honor Society. The induction ceremony for students selected at any time during the school year is held in the spring.

Membership in the National Honor Society is both an honor and responsibility. National Honor Society members are expected to continue to demonstrate the high standards of leadership, scholarship, service and character which were recognized when they were selected for membership. Students who do not maintain these standards will be informed of the nature of the concern and given a time period for improvement. If the student does not demonstrate improvement in the specified time, they are liable for whatever disciplinary measures are considered appropriate by the Faculty Honor Council, which may include dismissal from membership. Students who are dismissed or resign from membership are never again eligible for membership in the National Honor Society. The National Honor Society (NHS) meets regularly. Notices of NHS activities are posted on the bulletin board outside of the Front Office, NHS Web Page at [mohawktrailschools.org](http://mohawktrailschools.org) website, and on the NHS Facebook page.

### **SCHEDULE CHANGES**

Every effort is made to honor course requests that fulfill graduation requirements, reflect individual interests, and the recommendations of teachers. The master schedule is built based upon student course requests gathered in February but there are limits to what can be effectively scheduled. Students received and made changes to their 2021-2022 schedule in August. Academic level changes will be accepted the first three weeks of the Fall Semester. At the start of the Semester 1 students may adjust their course schedule if needed. Student schedules can be accessed via the ASPEN portal.

### **III - ATTENDANCE POLICY & PROCEDURE**

Mohawk Trail Regional School 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 is attendance. Success more readily comes to students who are in class, on time, every day.

Both Massachusetts General Law [Chapter 76: Section 1] and our school district's policies require daily attendance of all students.

We strongly believe that what occurs in class is central to student learning. Online 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 MTRS attendance policy necessary for them to make sound decisions. The most basic piece of information is this: unless they have a valid reason, students are required to attend each of their scheduled classes. As well, they are required to be on time for each class.

### **THE ROLE OF CAREGIVERS AND GUARDIANS**

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

An important way caregivers can support MTRS's attendance policy is to inform the school about reasons for absences and tardies. Instructions about how to provide this information to the school is described in the EXCUSED ABSENCE section found below.

At times, the school and caregivers 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.

### **ATTENDANCE POLICY**

Consistent school attendance is important. Excessive absences, tardiness, and leaving school before scheduled dismissal times have a negative effect on student performance.

**Absences exceeding 10% of class time will result in a loss of credit. Any student who misses ten (10) classes in any semester course (either a course that meets daily for one semester or meets every other day for a full year) will not receive credit for that course.** The course must be retaken for credit. For a course that meets on alternating days for a semester, any student who misses five (5) classes will not receive credit for that course; missing 19 classes for a yearlong course (one that meets every day for the full year) will also result in loss of credit. There is an appeals process through which a student may request a waiver under extenuating circumstances. The WAIVER PROCESS is outlined below.

Note that if a student misses more than 20 minutes of the class period due to a dismissal or late arrival, this is considered an absence from class.

Information about student attendance is reported on progress reports and report cards; letters are sent home informing families of excessive absences.

A student who is absent from a class may not participate in extracurricular activities, such as athletics, on the day of the absence, unless participation is approved in advance by the principal. A student will not be able to participate in an athletic or other school activity on Saturday if the student is absent Friday, without approval by the administration.

School-sanctioned field trips, assemblies, college visits with school permission, athletic competitions and other school-sanctioned activities will not be considered an absence.

## **ABSENCES**

General absences from school for common illness and other minor reasons are considered unexcused.

UNEXCUSED Absences from school include:

- Missing school for common illness
- Truancy, cutting class/school
- Missing more than twenty minutes of class due to truancy, or cutting class.
- Missing more than twenty minutes due to being tardy or dismissal for any unexcused reason.
- Vacations taken while school is in session

EXCUSED absences from school include:

- Religious observance
- Illness; serious, long-term with a doctor's note
- Death of a family member
- Medical appointment with doctor – physician's note
- Court appointment
- Driver's license exams (with paperwork)

Please note that the school may ask for documentation for any excused absences.

## **WAIVER PROCESS**

Students who wish to appeal the loss of credit may submit a waiver request to the administration **as soon as** the threshold for loss of credit has been reached. A waiver committee composed of student support personnel including the School Counselors, the school nurse, and the administration meets to review waiver applications. Students should not wait until the end of the semester to submit waiver requests. The waiver form is available online. The waiver committee reviews the application and the Principal may approve a waiver request contingent upon the student fulfilling obligations such as making up time with the school. Appeals relative to the enforcement of this policy must be made in writing to the Superintendent of Schools.

## **PROCEDURE FOR REPORTING ABSENCES**

1. On the day of absence, the student's caregiver must call the school at 625-9811 extension 3 to inform the school that the student will be out. If the attendance officer does not receive a call from a caregiver on the day of the absence, phone calls may be made to the home and/or caregiver's place of work.
2. Upon their return to school, the student must bring a note from their caregiver to the front office. The note, signed by the caregiver, must state the student's name, indicate the dates of absence from school, and give the reason for absence. The school requires the student to bring a note for each absence. The administration, after investigating, will determine whether the absence was excused or unexcused.

## **TRUANCY**

Students who are absent from school without caregiver contact or note, or who leave school grounds without prior consent, will be considered truant and are subject to school discipline and/or state truancy laws.

## **EARLY DISMISSAL**

A student who is to be dismissed must report to the Front Office before school to receive an early dismissal slip. All dismissal requests must come in written form from caregivers. Every effort should be made to arrange doctor, dentist and other appointments after school hours. Caregiver dismissals that will be considered unexcused for attendance reasons include leaving early for a vacation, hair appointments, etc. The same policies regarding excused and unexcused absences apply to reasons for dismissal. Unexcused dismissals, like tardies, also count toward the attendance record. Dismissals made by the nurse for health reasons are considered excused absences. Dismissed students are required to show their dismissal pass to the classroom teacher at the time of the dismissal before signing out in the front office and leaving through the front doors. When returning to school following a legitimate appointment, a professional note is required (doctor, dentist, court, etc.). Note that if a student misses more than 20 minutes of the class period due to a dismissal or late arrival, this is considered an absence from class.

## **PLANNED ABSENCES**

By June the School Committee establishes a calendar for the coming academic year. This is posted on the district website. This should allow families adequate time to schedule trips and vacations to coincide with periods when school is not in session. Family vacations are not considered excused absences for the purposes of attendance appeals. (See Attendance Policy.) However, if a student will be away from school for an extended period of time, they should complete a Planned Absence Form one week prior to the date of absence. *Please note that completing the Planned Absence Form does not have any impact on whether an absence is considered excused or unexcused; the purpose of the form is to inform teachers of the anticipated absence.* These forms are available in the Front Office and must be signed by all of the student's teachers. It is the responsibility of the student to meet with teachers and obtain work that will be missed in advance of the absence, and it is the student's responsibility to make up any work and assessments missed during the absence.

## **TARDIES**

All students are to report to the office to sign in and receive a tardy slip if they arrive after the 7:45 bell. Students who arrive to classes after the bell are considered tardy for class. All tardies are unexcused unless they qualify as an absence for which an excuse will be approved (see details in the Absence Policy). Typical unexcused tardies include sleeping late, missing a ride or bus, etc. Bad weather will occasionally be an acceptable excuse for tardiness at the administration's discretion. Three unexcused tardies to school will result in a detention. Each additional tardy after the initial three will result in a detention or community service.

## **IV – BEHAVIORAL AND SOCIAL EXPECTATIONS / CODE OF CONDUCT**

### **CODE OF CONDUCT**

The code of conduct explains the social expectations, rules, and consequences for all students in the Mohawk Trail community; these expectations are shared for staff as well.

Our core values are guidelines for everyone to use in their daily interactions at school and beyond. The values are summarized in these statements of expectations:

### **CLASSROOM BEHAVIOR EXPECTATIONS**

*Students have the right to learn and teachers have the right to teach.* Students are expected to actively do their part to maintain a classroom environment that supports teaching and learning.

**NOTE:** As staff have the authority in their classrooms, students may be asked to leave the classroom for any behaviors that disrupt teaching and learning, at the staff's discretion.

The following behaviors may result in the removal of a student from class. Students will be asked to leave class and are expected to report to the Front Office or the Restorative Justice Center.

1. Physically aggressive, threatening behavior.
2. Any form of behavior that threatens the safety of the student or anyone else in the classroom.
3. Strong and stubborn insubordination, repeated and firm refusal to follow teacher's directions.
4. Strong emotional outbursts, emotional imbalance and volatility.
5. Extreme verbal attacks/outbursts directed at staff or students.
6. Repeated refusal to participate in class.
7. Blatant, continuing interference in the learning process (either the teacher's or student's learning.)

### **BULLYING PREVENTION AT MTRS**

#### **What is bullying?**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person.

### **OUR SCHOOL RULES AND EXPECTATIONS:**

1. **We will not bully others.**
2. **We will try to help students who are bullied.**
3. **We will try to include students who are left out.**
4. **If we know someone is being bullied, we will tell an adult at school and/or home.**

### **DISCIPLINARY INTERVENTION**

In order to support and improve student academic and social success, we implement behavioral interventions that address misconduct that may occur. The goals of intervention are to address the problem behavior, maintain safety and productivity, improve supports for students who require assistance, and maximize academic and social achievement for all students.

At the discretion of staff and/ or administration, students may be assigned specific consequences or combinations for violations of the Code of Conduct.

The range of consequences that may be assigned is as follows:

**Reprimand:** Student will be issued a warning of unacceptable behavior and redirected to the appropriate behavior.

**Hall Pass Restriction:** Pass privileges are revoked for improper use or tardiness. Loss of this privilege requires that students remain in class for the duration of the class or classes. Emergency needs will be assessed and mitigated by staff and/or administration.

**Lunch Detentions:** Students are expected to remain in the front office or designated area for the duration of the lunch period. Students will eat lunch silently and complete class assignments. Failure to attend an assigned lunch detention will result in referral to the administration for further consequences.

**Restorative Justice Center (RJC):** The RJC is a quiet, structured and supervised classroom used to support students and staff when a student's behavior does not meet the MTRS Code of Conduct. Teachers, paraprofessionals, administration, and counselors periodically meet with students to support their academics and plan to restore the relationships that have been harmed as a result of their behavior. Students will reflect upon their behavior and commit to restorative justice practices. These practices will often result in a written plan to change and prevent the harmful behavior with the individuals involved in the incident.

In the Restorative Justice Center –

- Students are expected to engage in the processes of Restorative Justice
- Students are expected to work on class assignments when applicable
- Students are expected to commit to a plan to restore the relationships that they have harmed
- Students may need to commit to a behavior plan that may include doing “morning check in” / “afternoon check out” with guidance if the time in RJC goes beyond the initial day.

Students who are unable to meet expectations will have their time in RJC extended at the discretion of staff and/ or administration.

**School/ Community Service:** At the discretion of the administration and with the agreement from caregivers and students, voluntary school (community) service may be used in lieu of detention(s) and/or school suspension. Students may be assigned to the custodial, office and/or cafeteria staff or, upon approval from the administration, seek service opportunities elsewhere.

**Loss of Transportation:** Transportation privileges to and from school provided by the district may be restricted and/or terminated for behavioral infractions at the discretion of administration.

**Internal Suspension:** Held for up to an entire school day or multiple days. Students are expected to complete class assignments and sit silently in the Restorative Justice Center or

other designated area. Students in Internal Suspension will have access to Restorative Justice Staff who will support students in their academic work and will work with students using restorative practices to support the students in repairing the relationships harmed by the student's behavior.

**External Suspension:** Suspensions can be for several school days. The length of the suspension is at the discretion of the administration. Suspended students may not be at school or attend any school-related functions such as sporting events, dances, concerts etc. during the period of suspension. Absences due to external suspension are considered excused.

**NOTE:** In accordance with MGL Ch. 76, S. 21, students who are suspended from school for 10 or more consecutive days, whether in or out of school, shall have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed.

**Re-Entry Meetings:** Students who have been suspended are required to participate in a Re-entry meeting with the school administration, guidance counselor, teacher/s, and the students' family. The purpose of the re-entry meeting is to re-establish expectations, address the behavior, and support the student in meeting their academic requirements.

**NOTE:**

1. Caregivers should be aware that serious violations of the Code of Conduct could mean that law enforcement authorities will be involved and the administration reserves the right to extend the period of suspensions or to suspend out-of-school.

2. Multiple discipline infractions will result in progressive discipline at the discretion of the school administration. In determining the severity of a penalty, the administration will consider all relevant factors including, but not limited to:

- Student's previous discipline record
- Severity of disruption to the educational process
- Degree of danger to self, others and the school in general
- Degree to which the student is willing to change inappropriate behavior

**Appeal of Expulsion**

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. (MGL. Ch. 71, S. 37h)

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

## MTRS Code of Conduct

The MTRS Code of Conduct includes a tiered levels of response system that includes the use of Restorative Practices. While more than one level may be marked, it is at the discretion of the Restorative Justice Center staff and MTRS Administration as to which response(s) will be utilized. Should there be chronic behavior exhibited, the levels of response may need to be increased.

<b>Inappropriate and Disruptive Behaviors and Levels of Response</b>			
<b>Key: Use Lowest Level Indicated First</b>			
<b>Level 1: Classroom Interventions/Consequences</b> <i>Teachers use these interventions to help students change behavior in the classroom. Typically used when no or limited prior incidents have occurred. No RJC referral indicated.</i>	<b>Level 2: Used when Level 1 interventions have been ineffective</b> <i>Referral to RJC personnel or the administrator may be necessary when supports already put in place in the classroom have been put in place to address the behavior but the behavior is continuing and interfering with the students or classmates learning.</i>  <b>Restorative Responses may include:</b> <ul style="list-style-type: none"> <li>• RJC Consult</li> <li>• Restorative Circle</li> <li>• Mediation Circle</li> <li>• Teacher/staff conference</li> <li>• School Based Service</li> <li>• Counseling</li> </ul>	<b>Level 3: Detention or In School Suspension*</b> <i>Used when previous interventions have been ineffective and behavior is escalating and disrupting the learning environment. Detentions can include lunch and/or after school.</i>  <b>Restorative Responses may include:</b> <ul style="list-style-type: none"> <li>• RJC Consult</li> <li>• Restorative Circle</li> <li>• Mediation Circle</li> <li>• Teacher/staff conference</li> <li>• School Based Service</li> <li>• Counseling</li> <li>• Re-entry Meeting</li> <li>• Daily check in</li> </ul>	<b>Level 4: Out of School Suspension or Expulsion*</b> <i>Used when the student's behavior has seriously disrupted the learning environment and created a safety risk in the school.</i>  <b>Restorative Responses may include:</b> <ul style="list-style-type: none"> <li>• RJC Consult</li> <li>• Restorative Circle</li> <li>• Mediation Circle</li> <li>• Teacher/staff conference</li> <li>• School Based Service</li> <li>• Counseling</li> <li>• Re-entry Meeting</li> <li>• Daily check-in</li> </ul>



<b>Inappropriate or Disruptive Behavior</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Major Offense</b>	<b>Police Must be Informed</b>
Three or more tardies to school or class in a semester (Refer to tardy/lateness policy)	X	X	X			
Cutting class, missing from class without authorization	X	X	X			
Use of inappropriate language or profanity	X	X	X			
Taunting/teasing another student	X	X	X			
Disrespectful behavior toward staff or students	X	X	X			
Disruptive behavior	X	X	X			
Forging notes	X	X	X			
Plagiarism/Cheating	X	X	X			
Cutting a teacher detention	X	X	X			
Throwing food or other objects in class, the cafeteria, or any other area	X	X	X			
Being in an unauthorized area before, during, or after school	X	X	X	X	X	X
Rough play or unsafe behavior	X	X	X			
Truancy (leaving or being off school grounds without permission from caregivers and administration)	X	X	X	X	X	X
Other Behavior - Student engages in any other inappropriate behaviors that do not fall within categories listed.	X	X	X	X	X	X

## CATEGORY 2

<b>Inappropriate or Disruptive Behavior</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Major Offense</b>	<b>Police Must be Informed</b>
Insubordination- refusal to do as staff asks or requires	X	X				
False reporting; providing false information		X	X			
Failure to report to the office.		X	X			
Threats to inflict physical harm; threatening behavior; issuing threats	X	X	X	X	X	X
Inciting or instigating disruptive and/or negative behavior.	X	X	X	X	X	
Failure to report to an office detention AND reassignment of detention			X	X		
Technology Violation - Computer Student engages in inappropriate use of school computer or other technology as defined by the Acceptable Use Policy	X	X	X (loss of computer privileges)	X	X	X
Technology Violation - Cell Phone Student engages in inappropriate use of cell phone or other personal electronic device during school hours.	X	X (confiscation of device)	X (confiscation of device)	X	X	X

### **CATEGORY 3**

<b>Inappropriate or Disruptive Behavior</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Major Offense</b>	<b>Police Must be Informed</b>
Bullying, cyber-bullying, retaliation or acts of intimidation. (see Anti-Bullying Policy)		X	X	X	X	X
Vandalism; misuse of school property		X	X	X	X	X
Larceny, theft, possession of stolen property		X	X	X	X	X
Fighting, Assault and/or battery on a student; (including threats.)		X	X	X	X	X
Harassment <ul style="list-style-type: none"> <li>● 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)</li> <li>● 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</li> </ul>	X	X	X	X	X	X

environment.						
Hazing		X	X	X	X	X
Behavior that is materially disruptive to the educational process;		X	X	X	X	
Disruption of a school assembly		X	X	X	X	
Use/Possession of dangerous substances /Combustibles: Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)		X	X	X	X	X
Possession or use of tobacco products including vaping materials.*Town of Buckland issues \$50 fine for possession or use of tobacco products on school grounds.		X	X			

## CATEGORY 4

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Major Offense	Police Must be Informed
Possession, use, distribution of drugs or drug paraphernalia on school grounds (see Drug policy for definitions)			X	X	X	X
Possession, use, distribution of alcohol on school grounds			X	X	X	X
Intent to use or receive drugs or alcohol on school grounds			X	X	X	X

## CATEGORY 5

Inappropriate or Disruptive Behavior	Level 1	Level 2	Level 3	Level 4	Major Offense	Police Must be Informed
Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, <b><i>including, but not limited to a gun or knife.</i></b>			X	X	X	X
Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of, or under the influence of <b><i>a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin.</i></b>			X	X	X	X

Any student who <b><i>assaults any school employee</i></b> on school premises or at school-sponsored or school-related events, including athletic games.			X	X	X	X
Any student <b><i>charged with, or found guilty of, a felony charge</i></b> either initiated for in-school or out-of-school behavior may be subject to an expulsion under MGL ch. 71 sec. 37H ½..			X	X	X	X

*\*Any student who is found to have violated Category IV or V shall be notified in writing of the opportunity for a hearing; the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the Principal. After the hearing, the Principal may decide to suspend or expel the student from school.*

**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 which infringes on/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.*

#### **AFTER SCHOOL PRESENCE ON CAMPUS**

Students are not allowed to remain on campus after school hours unless in an approved, organized activity, under supervision of staff. Students awaiting transportation are expected to wait in the front of the school or in the front foyer. Repeated violations of this expectation will result in the loss of after-school privileges and programming. Athletes are expected to remain with their coaches until they are picked up.

#### **AGE OF MAJORITY**

When a student reaches the age of majority (18), they are afforded all the rights and privileges of adulthood. It is imperative that the student who reaches this status recognizes that schools have been given the right to establish reasonable rules regarding their operation. A student attending school, regardless of age, is covered by school committee policies. An 18-year old is still responsible for their student obligations which do not change upon reaching the age of majority.

#### **USE OF ELECTRONIC DEVICES, INCLUDING CELL PHONE**

**High School:** The use of cell phones and other electronic devices such as iPods, iPads/tablets etc. for high school students is allowed as described below:

1. between arrival to school and the start of classes at 7:45am,
2. in the Cafeteria during your scheduled lunch block,
3. in class or during class periods as directed by staff - ***solely for educational purposes***
4. in hallways during passing periods

Texts and calls to and from home can be considered violations of the school policy when they occur during class. Any device which serves more than one function, including texting capacity, is subject to this policy.

Upon request and at the discretion of staff, students may use a school phone or cell phone with their school counselor or in the front office. In this case, the students will be responsible for appropriate cell phone use and etiquette.

**Middle School:** Use of electronic devices, including cell phones, in the Middle school is prohibited except when approved by administration at the request of staff for educational purposes. Middle school students may use their cell phones and electronic devices before first bell at 7:40 and after school at 2:20 in the school foyer, cafeteria, main hallways near the gym and towards the cafeteria, or outside on school grounds but not in any other section of the building. Cell phones and electronic devices are not permitted in the cafeteria for 7th grade during lunch. The use of Chromebooks, for educational purposes, is allowed during the school day.

**In the case of Cell Phone or Electronic Device Policy violation:**

At the determination of staff, inappropriate use of a cell phone or electronic device is cause for confiscation of the device. In this case, the device will be turned off, given to staff, and delivered to administration. Cell phones must be relinquished in their complete form, including SIM cards and battery. Failure to meet the expectation could result in disciplinary action. If the student is able to meet this expectation the following restrictions will be initiated:

- 1<sup>st</sup> offense: Device confiscated, turned in to the main office and returned at the end of the school day.
- 2<sup>nd</sup> offense: Device confiscated and returned at the end of the day, call to caregivers made.
- 3<sup>rd</sup> offense High School: Device confiscated and returned only to caregivers at their discretion, cell phone privileges revoked for an agreed upon time, typically two weeks.
- 3<sup>rd</sup> offense Middle School: Device confiscated and returned to caregivers at their discretion and student serves administrative detention.

Repeated offenses could result in extended or permanent loss of cell phone privileges for the remainder of the school year.

**DRESS CODE/ APPROPRIATE SCHOOL ATTIRE**

Staff and students have a right and responsibility to monitor their dress attire. We recognize that dress and attire are forms of personal expression that bring a rich and creative component to our school culture. However, we expect that staff and student dress will reflect the seriousness to which we and our entire school community takes education. We ask that students and staff think about the context of school when choosing what to

wear and strive for their dress to bring a positive impact on student learning, student behavior, and the overall educational environment. We recognize that there are no “rules” that provide clear guidelines for dress that work for everyone in all seasons and within the context of school. Using a guideline like “business casual” may be useful.

In addition, clothing, hats or jewelry advertising or promoting tobacco, alcohol, violence (including images of weapons) or controlled substances are prohibited. Clothing with messages demeaning to or oppressive toward groups or individuals is not allowed. Sunglasses are not to be worn indoors unless there is a medical need. In the event that students fail to comply with these expectations, they will be asked to change attire. Caregivers may be contacted and asked to provide acceptable clothing to the school. In the event that a student refuses to comply with the request of staff or administration, their caregivers will be contacted and the student may face disciplinary action.

### **CONSUMPTION OF FOOD ON CAMPUS**

In general, students are not permitted to consume or have open food in the building except during lunch in the cafeteria or another designated eating space or during a designated snack time or approval by classroom teacher. Students are permitted to drink water throughout the day, but all other liquids/drinks are subject to the same rules as food. Students are not permitted to order food for themselves or deliver food to other students without permission from the administration.

### **GUEST PARTICIPATION AT SCHOOL SPONSORED EVENTS**

A student requesting to bring a guest to a school-sponsored event, such as a school dance or prom, who is not a Mohawk Trail Regional School student must complete a Guest Permission Form and have it approved *before the guest may attend the event*. Guests must not be over the age of 20. A photocopy of the guest’s high school I.D. or state driver’s license/state I.D. card must be attached to the completed form. The Guest Permission Form is available in the Front Office. **Forms must be submitted at least one week prior to the event.**

### **HALL PASSES/LUNCH PASSES**

Students may go from one area to another during class time or lunch with the permission of staff and with a hall pass, unless pass privileges are revoked for improper use. During lunch, students are expected to remain in the cafeteria unless other obligations have been scheduled in advance and hall passes provided by the receiving staff.

### **RECORDING DEVICES**

Recording devices (both audio and video) are not permitted in classrooms without prior consent of the teacher and the administration. Unauthorized use of digital images, both still and video, will be considered a violation of the code of conduct.

### **SALE OF GOODS IN SCHOOL**

Students are not permitted to purchase or sell items from other students in school, including, but not limited to, electronic items, food or drink.

### **SEARCH AND SEIZURE**

Under the doctrine of reasonable cause, as enunciated by the U.S. Supreme Court (New Jersey vs. T.L.O., 1985, student search and seizure), Mohawk Trail Regional School policy



allows for any administrator with reasonable suspicion and with a witness, to search a student, his or her belongings, and any school locker assigned or used by the student in question. Student vehicles parked on school grounds may also be searched. Such a search can be conducted for items in violation of school policy that are not necessarily illegal. In the most general sense, any student discovered or reported in a location and at a time, either or both which are unauthorized has presented the school administrators with reasonable cause to conduct a search. Examples for “reasonable suspicion” include, but are not limited to, the following:

- Smell of marijuana or other substances
- Quick or suspicious movements, such as quickly putting something into a pocket
- Large number of dollar bills
- Tip(s) from a student, staff member, caregiver, or other witness
- Leaving school grounds and returning, once having arrived for the school day
- Physical symptoms consistent with drug or alcohol use, as determined by the administration, with consultation from the school nurse
- General, chronic unruly and disorderly behavior

**Note:** For students on school property or a school sanctioned/sponsored event or activity, possession means on one’s person, in one’s personal belongings, or in any school locker assigned to or used by the student.

#### **SEARCH PROTOCOL:**

1. The student will be informed of the reason for the search and their due process rights.
2. An additional staff witness will be present for the duration of the search.
3. Any item/s confiscated during the search will be catalogued and stored in the school safe. Items will be destroyed at the end of each academic year.
4. Caregivers will be informed of the search and results.
5. Local authorities may be informed as necessary.

Students who refuse a search may be suspended, in or out of school, until the administration can resolve the initiating suspicion that caused the search.

#### **SKATEBOARDING, ETC.**

Skateboarding, roller-blading (unless in PE), and heelys type shoes are not allowed in any location within the Mohawk Trail Regional School building. Students who bring these items to school are to turn them in to the front office for storage during the school day. The possession of skateboards, roller-blades and/or heely shoes on campus (including outside the building) may be revoked by administration.

#### **USE AND CARE OF SCHOOL PROPERTY**

All students are expected to care for and use school property as it was intended to be used. Any student who causes damage to school property (or buses) will be expected to pay for damages and face disciplinary action.

#### **Textbooks**

1. Textbooks are school property provided by the taxpayers for your use and you are responsible for those books issued to you.
2. If property is lost, damaged, excessively soiled or worn beyond normal use, you must pay for damage. If you lose a book, notify your teacher. Check lost and found. If the

- book is not found, you will be charged for it before being issued a replacement.
3. If you find your original book, return one of the books to your teacher. Payment for lost books is not refundable once a replacement has been purchased.
  4. Books must be returned at the end of the year, at which time they will be examined for damage.
  5. If you received a book that is marked or soiled, call it to the attention of your teacher at the beginning of the year so that you will not be held responsible for it later.

### **USE OF STUDENT IMAGES**

MTRS reserves the right to use student images in still, video, and digital form for school publications and productions. Caregivers may opt-out of this by submitting a request in writing to the Principal.

### **VEHICLES ON SCHOOL PROPERTY**

Students must register their vehicles in the Front office in order to obtain a parking permit. Student vehicles on school property without a permit will be removed at the expense of the student/family. Students must observe basic rules of driving safety while on school grounds. A strict speed limit of 10 MPH is in effect on school property at all times.

- Students are not allowed to leave school grounds in their vehicles without permission from the administration.
- School buses have the right of way at all times; all vehicles must come to a complete stop when buses are flashing red lights.
- No student is allowed in the parking lot or cars during school hours without permission from the administration.
- Students must park in the designated parking area only.
- Students who are consistently late to school may have their driving privileges revoked.

Failure to observe expectations for safety driving while on school grounds or failure to remain in good behavioral standing may result in driving privileges being revoked at the discretion of administration. The school administration may file a criminal complaint with the local police and/or Massachusetts Registry of Motor Vehicles, and reserves the right to tow any vehicle in violation of the above rules.

## **V - STUDENT SERVICES/SCHOOL COUNSELORS**

### **APPLICATIONS AND TRANSFERS**

All applications and transfers to public vocational-technical schools are processed through the Student Services department. In order to provide the towns that belong to the Mohawk Trail Regional School District appropriate and timely information, the following procedure and timelines are strictly adhered to. Absolutely no vocational school applications will be processed by Student Services after **April 1st**, or March 15th in the case of Ashfield, Charlemont, Hawley, Plainfield, and Rowe residents.

### **COLLEGE VISITS**

Students are strongly encouraged to seek out information regarding post-secondary education. Visiting college campuses is an integral part of that process. Families are strongly encouraged to use the February and April vacation weeks of junior year and summer vacation to accomplish that goal. Juniors will be allowed two days to visit colleges during their spring semester and seniors will be allowed three days, for a total of five

overall. For these visits, a caregiver must accompany students. Additionally, a College Visitation Form, available in Student Services, must be completed.

### **EARLY ENTRANCE TO COLLEGE/DUAL ENROLLMENT**

Seniors and juniors who are currently enrolled at MTRS and meet academic eligibility requirements may be considered for early entrance into one of the local colleges, such as Greenfield Community College. Students participating in this arrangement can earn credits that meet both high school graduation and higher education matriculation requirements.

Student eligibility: Students must have attained a 3.0 grade point average, or better, and/or be recommended to take college-level course work by a Principal, School Counselor, or teacher. In addition to the qualifying academic standing and/or appropriate school personnel recommendations, students must meet pertinent higher education admission requirements and individual course requirements at the respective post-secondary institution. A student must have written approval from a caregiver to be accepted into an early entrant program. For more information contact Student Services.

### **GPA (GRADE POINT AVERAGE)**

Courses are designated as Advanced Placement, Honors, or standard College Preparatory level. An Advanced Placement (AP) course is considered by the College Board to be a college-level course, and is weighted more heavily in the calculation of GPA than an Honors course. All students taking AP courses are required to take the AP (Advanced Placement) exam associated with the course and there is a fee assessed by the College Board for the test; consult with your School Counselor if you have questions. A course taken at the Honors level carries greater weight in the calculation of the GPA (grade point average) than a course taken at the standard College Preparatory level. Some courses may be offered with both Honors and standard College Preparatory levels in the same class; students should consult with the teacher to learn more about the differing expectations within that course. Independent study courses and courses taken outside of MTRS (including college, correspondence, and online courses) are not included in the calculation of Grade Point Average (GPA). As of the 2019-2020 school year the GPA scale has been updated and aligned with a more common GPA scale recognized by colleges and employers.

Grade Point Scale prior to the Fall of 2019

Placement Level	Grade Point Values												
	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
P.L. 3 College Preparatory	3.7	3.5	3.3	3.1	2.9	2.7	2.5	2.3	2.1	1.9	1.7	1.5	0
P.L. 4 Honors	4.0	3.8	3.6	3.4	3.2	3.0	2.8	2.6	2.4	2.2	2.0	1.8	0
P.L. 5 Advanced Placement	4.2	4.0	3.8	3.6	3.4	3.2	3.0	2.8	2.6	2.4	2.2	2.0	0

NEW GRADE POINT SCALE as of the 2019-2020 School year

Placement Level		Grade Point Values											
	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
College Preparatory	4.0	3.8	3.6	3.4	3.2	3.0	2.8	2.6	2.4	2.2	2.0	1.8	0
Honors	4.5	4.3	4.1	3.9	3.7	3.5	3.3	3.1	2.9	2.7	2.5	2.3	0
Advanced Placement	5.0	4.8	4.6	4.4	4.2	4.0	3.8	3.6	3.4	3.2	3.0	2.8	0

GRADUATION REQUIREMENTS

English	4 courses
Math	4 courses
Science	4 courses
Social Studies	4 courses
World Language	2 courses (in the same language)
Physical Education	2 courses
Health	1 course
The Arts	1 course
Advisory	➤ 2 courses class of 2022

	<ul style="list-style-type: none"> <li>➤ <b>4 courses class of 2023</b></li> <li>➤ <b>6 courses class of 2024</b></li> <li>➤ <b>8 courses class of 2025 and beyond</b></li> </ul>
<b>Electives</b>	<b>6 - 7 courses</b>
<b>Senior Capstone</b>	<b>1 course</b>
<b>MCAS</b>	<b>Must Pass ELA/Science/Math</b>

A minimum of **168** credits in core academic courses and electives combined is required for graduation. Core academic requirements are met when students pass the minimum number of required courses. Students accumulate elective credit for any courses taken beyond core academic requirements.

A minimum of 40 credits must be earned to be a 10th grader. A minimum of 80 credits must be earned to be an 11th grader. A minimum of 120 credits must be earned to be a 12th grader.

Credits are assigned as follows: three (3) credits for a course that meets every other day for a semester. Six (6) credits for a course that meets daily for a semester. Twelve (12) credits for a course that meets daily all year (for two semesters). Students can earn a maximum of 48 credits per school year or 24 per semester.

**PHYSICAL EDUCATION:** All students are required to take wellness. Due to the participatory nature of physical education, presence and participation in class are *critical*. All absences have an impact on a student's grade; therefore all excused absences can be and should be made-up. Any student who cannot participate in the regular physical education classes due to medical reasons must still be assigned to class. During their wellness period class they will, in cooperation with the teacher, participate in an alternative program. Any medical excuses must be on file in the Health Services Office and updated yearly. Students with a medical excuse must check in with the wellness teacher before each scheduled class, unless other arrangements are made with the teacher. Exercise clothing is required for participation in class. This may consist of loose-fitting shorts with an elasticized waistband, a t-shirt, socks and sneakers. Jewelry, earrings, or any other body rings are not allowed during wellness classes.

Padlocks will be issued for gym lockers, and must be returned at the end of the school year. Report lost padlocks to the instructor immediately. Keep lockers locked at all times. Do not give combinations out to anyone. The school is not responsible for your personal property. Valuables and items which do not fit into the locker should be given to the coach or wellness teacher for safekeeping. Students will be charged a \$5 fee for lost padlocks.

### **STUDENT SERVICES CENTER**

The Student Services Center is available to students, caregivers, and other school personnel who have academic, career/college and social/emotional issues to discuss. Please use these services. Student work permits are issued through this office. Students and

caregivers may make appointments with counselors on-line or with the Student Services Administrative Assistant. The Student Services Administrative Assistant will give students a pass. There is one School Counselor assigned to students in grades 7-8 and one assigned to students in grades 9-12.

### **STUDENT VISITORS**

*Visitors will not be allowed at the start of the 2021-2022 school year due to COVID-19 and this will be revisited as the year progresses.*

Students may have a guest in school if the visitor is shadowing a current student for the purposes of possibly attending MTRS. That potential student shall have their caregivers contact the school to make arrangements through Student Services. This must happen at least 48 hours prior to the visit and the guest must sign in at the office and get a visitor's pass. Students who are currently enrolled in another school must have permission from their principal.

MTRS students who wish to invite a student from another school to a school event such as a dance or prom must complete a request form that is available in the front office and receive permission from the administration prior to the event. The form requires that the guest student's principal approve their participation in the MTRS event.

### **HEALTH SERVICES**

The Health Office is staffed daily from 7:30 AM- 2:30 PM by a Nurse. There is ALWAYS a Registered Nurse on call if there is a Licensed Practical Nurse covering the health office.

The nurse is available to do the following:

- Provide first aid and illness assessment.
- Provide initial emergency care.
- Administer medications.
- Perform treatments and procedures.
- Perform mandated screenings.
- Act as a health resource for students, caregivers, and staff.
- Maintain the health records, which include at a minimum medical history, immunizations, physical examinations, screening results, and emergency information.

The school nurse also helps to identify health care and social needs, makes appropriate referrals, attends IEP and 504 meetings if a health issue is involved, and serves on committees.

### **HEALTH OFFICE PROCEDURES**

- Students must obtain a pass from their teacher or adult supervisor before going to the Health Office. This requirement would be waived in case of an emergency.
- Students are usually seen on a "first come, first served basis" except when presenting with an emergency situation where they are seen immediately.
- Students are expected to wait quietly and act appropriately while waiting to be seen by the nurse.
- Students are required to sign the log upon arrival.

- If the nurse determines that a student needs to be dismissed, the nurse will call the caregiver or emergency contact to notify them and to arrange transportation home. The nurse will issue a Dismissal Slip for Medical Reason to the student that needs to be brought to the front office before leaving.

### **CONDOM AVAILABILITY**

The school believes that abstinence is of paramount importance as teens begin to develop more intimate relationships and encourages abstinence as the most effective response to an increasing incidence of sexually transmitted diseases, including HIV/AIDS. For young people who make the decision to become sexually active, the school promotes responsible behavior that increases the likelihood of personal safety. Condoms are an effective barrier to the spread of HIV/AIDS when used properly but are not a complete guarantee of protection. The school nurse will offer counseling in this area.

The Mohawk Trail Regional School District makes condoms available to students in grades 9-12 with appropriate counseling through the Health Office. The school district provides caregivers the right and opportunity to **opt students out** of this program. If caregivers do **not** want students to have access to condoms through this program, they **must inform the health office in writing**.

### **Hand Sanitizer**

To prevent the spread of germs, including COVID-19, CDC recommends washing hands with soap and water whenever possible because it reduces the amount of many types of germs and chemicals on hands. But if soap and water are not readily available, using a hand sanitizer with at least 60% alcohol can help you avoid getting sick and spreading germs to others.

- Choose only FDA approved hand sanitizers with at least 60% alcohol (often listed on the label as ethanol, ethyl alcohol, isopropanol, or 2-propanol).
- Rub the gel over all the surfaces of your hands and fingers **until your hands are dry**.
- Keep alcohol-based hand sanitizer out of your eyes.
- **DO NOT** rinse or wipe off the alcohol-based hand sanitizer before it's dry

Hand sanitizer stations will be available throughout the school in areas of high visibility of staff, in classrooms that do not have a sink, and at entrances to buildings.

If caregivers do not wish for their student to use the hand sanitizer provided by the school, please send in an **opt-out letter** to the nurses office to have on file. Students with this letter will be expected to wash their hands using soap and water throughout the day.

### **Motion Sickness**

If your child has a history of motion sickness and is going on a school field trip, if you would like them to have Dramamine, you will need to provide a sealed container with the

medication with your child's name on it, and sign a permission slip for the nurse to administer the Dramamine.

## **VI - SCHOOL RESOURCES**

### **ATHLETICS: PARTICIPATION AND ELIGIBILITY**

MTRS offers a variety of team sports in middle school, varsity and junior varsity interscholastic athletics. To be eligible to participate in sports, students must complete an annual physical, be in good academic standing, pay user fees, and sign an athletic contract. Fall sports include cross-country, field hockey, and football, girls' volleyball, soccer, and golf. Winter sports include alpine (downhill) skiing, basketball, cross-country (Nordic) skiing, winter track, and wrestling. Spring sports include baseball, tennis, softball, and track and field. Students interested in participating in athletics, please contact Greg Vouros, Athletic Director at ext. 1310.

**Note:** Students with disabilities are provided additional protections under the law and may need special consideration when applying the school rules for participation in athletics and student activities. The Director of Pupil Personnel Services will collaborate with the Principal and Athletic Director, as needed, when a disabled student's eligibility is in question.

### **ACTIVITIES**

There are many ways to be engaged in the MTRS community. In addition to athletics there are a number of clubs and extracurricular opportunities. These include:

**Booster Week:** Mohawk Trail's Homecoming Week features a pep rally, parade with floats, and big games.

**Dances:** Classes or other groups seeking to hold a dance at MTRS must comply with the administrative regulations for dances. Contact the Front Office for this information.

**Key Club:** See the bulletin board outside of the Front Office for more information about this service organization.

**National Honor Society:** Please refer to the separate section in this handbook that outlines the selection process.

**Student Council:** MTRS's Student Council organizes a number of events and provides a forum for student leadership and initiative. Each class is represented by elected student representatives and class officers. Contact Mr. Mastorakis (co-advisor) or your class representatives.

**Yearbook:** Students in the Yearbook Club produce the yearbook. Contact the teacher for more information.

Additional information is available in the Front Office and will be posted throughout the school year. These and many other groups meet during the extended lunch block.

### **CAFETERIA - BREAKFAST AND LUNCH**

Breakfast is served 7:25-7:45. Each student schedule includes a 25-minute lunch period. Use of the cafeteria during breakfast and lunch is a privilege which depends upon proper behavior. Students with outstanding bills may be restricted to a limited, but healthy food



offering, separate from the menu of the day. Applications for non-transferable free or reduced lunches are available in the front office. Open food containers are not to be removed from the cafeteria.

## **EMERGENCY PROCEDURES**

Fire drills are held several times during the year, signaled by a fire alarm. Students are expected to be thoroughly familiar with evacuation procedures that are posted in all rooms. Students are to proceed in an orderly manner to a designated area where attendance will be taken by their classroom teacher. All students must leave the building during a drill. Any student who endangers safety may be disciplined.

The school also may initiate a “lockdown” protocol which will be practiced during the year. When staff indicates that the school is in lockdown status, students are to remain in the classroom until instructed to do otherwise. A “Hold All Movement” announcement may be used to ensure that students remain in classrooms while hallways are being used by school and/or local authorities (ex. medical emergency).

## **LOCKERS**

Each middle school student is issued a locker with a private combination lock at the opening of school. Lockers are for the use of the student but are the property of the school district. *No padlocks may be attached to hall lockers.* In the middle school, backpacks, book bags, athletic bags, etc. are not allowed in classrooms. Passing times between periods permit students to get materials needed for their next class. High school students may request a locker.

## **LIBRARY**

The Library houses the school’s collection of print and non-print material and equipment. The school-based television studio operated by Falls Cable Corp. is also located in the Library. Students, staff, and community members are invited to access the Library’s extensive collection of materials. No fines are charged for overdue material, but patrons are expected to return borrowed items within the three-week loan period. There is a charge for lost material. Computer printouts of Internet resources may be made in the Library at no charge.

Students may use the Library during their free time or as part of a class visit with a teacher. Students who do not arrive as part of a class must have a pass from the sending teacher and sign in at the circulation desk. If a student wishes to leave prior to the end of the block, they must ask permission from library staff and sign out at the circulation desk. The restrooms beside the cafeteria are designated for use by Library patrons. Due to limited seating capacity, priority will be given to scheduled class visits and individual students who are engaged in research.

While in the Library, patrons are expected to work quietly and respect the rights of others. Consequences for inappropriate behavior include a warning, a request to leave the library, and possible loss of library privileges. Food and drink should not be brought into the Library. Students in the Library at 2 p.m. are asked to remain until the dismissal bell rings at 2:20 p.m. Please do not rearrange the furniture.

## **COVID-19**

**Symptoms** If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- Temperature 100.0 or higher (taken by mouth) or chills with no fever
- Sore throat
- New uncontrolled cough (for students with chronic allergic/ashtmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Diarrhea, vomiting, abdominal pain
- New onset of severe headache (with another symptom)
- Nasal congestion or runny nose (with another symptom)
- Fatigue (with another symptom)
- New loss of taste or smell
- New muscle or body aches

### **Close Contact Defined**

- Close contact is defined as a person in contact with a COVID-19 positive person if within 6 feet of them while indoors, for a total of 15 minutes over a 24 hour period, while they were symptomatic, within the 48 hours before symptom onset, or with an asymptomatic person who tested positive for COVID-19 from 48 hours before their test was taken or anytime in the 10 days after the test.

### **Potential Exposure/High Risk**

- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
- Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

## **VIII- SCHOOL DISTRICT POLICIES - APPENDIX**

Certain laws and policies, applicable to all schools in the district, are contained in this section. They are based on school policy and state law.

### **MOHAWK TRAIL REGIONAL SCHOOL SYSTEM MOHAWK TRAIL REGIONAL SCHOOL DISTRICT HAWLEMONT REGIONAL SCHOOL DISTRICT**

## **STUDENT HANDBOOKS – COMMON POLICIES AND PROCEDURES**

There are certain laws and policies applicable to all schools in the Mohawk Trail Regional School District and the Hawlemont Regional School District. This section of the student handbook contains the resulting policies and procedures common to all of the schools in the two districts.

### **TABLE OF CONTENTS**

- I. SAFE SCHOOL POLICY
- II. STUDENT RIGHTS AND RESPONSIBILITIES/DUE PROCESS
- III. STUDENT ATTENDANCE, ABSENCES, TARDINESS AND EARLY DISMISSAL
- IV. STUDENT CONDUCT
- V. APPEAL OF SUSPENSION
- VI. BULLYING PREVENTION PROCEDURE
- VII. HEALTH SERVICES
- VIII. SAFE STUDENT TRANSPORTATION POLICY AND PROCEDURES
- IX. SPECIAL EDUCATION: IDEA
- X. NON-DISCRIMINATION POLICY
- XI. NON-DISCRIMINATION ON THE BASIS OF SEX
- XII. POLICY ON SEXUAL HARASSMENT
- XIII. PROHIBITION OF TOBACCO ON SCHOOL PROPERTY
- XIV. DANGEROUS WEAPONS ON SCHOOL PROPERTY
- XV. NON-CUSTODIAL PARENT POLICY
- XVI. POLICY ON PUBLIC COMPLAINTS
- XVII. PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL
- XVIII. COMMUNITY USE OF SCHOOL FACILITIES
- XIX. STUDENT RECORDS
- XX. EMERGENCY CLOSINGS
- XXI. NO IDLING POLICY

- XXII. DRUG AND ALCOHOL POLICY
- XXIII. FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)
- XXIV. PREGNANT STUDENTS POLICY
- XXV. ANTI-HAZING POLICY
- XXVI. ACCEPTABLE USE POLICY
- XXVII. SOCIAL MEDIA POLICY

Please refer to the District Common Chapters section that is posted on the MTRS website under For Students and Families/Student Handbook.



### Student Handbook Acknowledgment Form 2021-2022

Dear Caregivers and Students,

The student handbook is composed of two sections: District common chapters and MTRS Student Handbook. These two sections are available for viewing online and can be found by visiting the following link: [www.mtrs.mohawktrailschools.org](http://www.mtrs.mohawktrailschools.org) and selecting the **caregivers** tab. Students received hard copies of the MTRS Student Handbook. The District Common Chapters can be accessed online or can be picked-up in the MTRS Front Office.

Your signature below indicates that you and your child have read and understand the student handbook. Please complete and sign this form. **It should be returned to school within 10 days either electronically (scan and email) or via regular mail.**

***Please initial the following:***

*We have received, read, and reviewed **both** the school and district handbooks.* \_\_\_\_\_

*We have received, read, and reviewed the **Bullying Prevention and Intervention Plan** contained in the handbook.* \_\_\_\_\_

*We have received, read, and reviewed the **Transportation Policy** contained in this handbook.* \_\_\_\_\_

*We have received, read, and reviewed the **Internet Acceptable Use and Safety Policy** contained in this handbook.* \_\_\_\_\_

*We have received, read, and reviewed the **Sexual Harassment Policy** contained in this handbook.* \_\_\_\_\_

*We have received, read and reviewed the Drug and Alcohol Policy contained in this Handbook.*

\_\_\_\_\_

**Student name (printed):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Caregiver SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_